



City Commission Regular Meeting

Agenda

July 23, 2025 @ 3:30 PM

City Hall Commission Chambers
401 S. Park Avenue

welcome

Agendas and all backup material supporting each agenda item are accessible via the city's website at cityofwinterpark.org/meetings/ and include virtual meeting instructions.

assistance & appeals

Persons with disabilities needing assistance to participate in any of these proceedings should contact the City Clerk's Office ([407-599-3277](tel:407-599-3277)) at least 48 hours in advance of the meeting.

"If a person decides to appeal any decision made by the Board with respect to any matter considered at this hearing, a record of the proceedings is needed to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based." (F.S. 286.0105).

please note

Times are projected and subject to change.

- 1. Meeting Called to Order**
- 2. Invocation - Wes Hamil, Director of Finance**
- 3. Pledge of Allegiance**
- 4. Approval of Agenda**
- 5. Mayor's Report**
- 6. Citizen Budget Comments**
- 7. City Manager's Report**
- 8. City Attorney's Report**
- 9. Non-Action Items**
- 10. Public Comments | 5 p.m. or soon thereafter**

(If the meeting ends earlier than 5 p.m., public comments will be at the end of the meeting. Three minutes are allowed for each speaker.)

11. Consent Agenda

- | | |
|--|----------|
| a. Approve the minutes of the regular meeting, July 9, 2025 | 1 minute |
| b. Approve the minutes of the work session, July 10, 2025 | |
| c. Approve the following formal solicitations: | 1 minute |
| d. Approve the following piggyback contracts: | 1 minute |
| <ol style="list-style-type: none"> 1. Weedoo Greenboats, Inc. - GSA #47QMCA20D0042 - Equipment & Supplies Purchasing; For the repair and maintenance of existing equipment to support City operations. Contract Term: Through July 16, 2030; Not to Exceed: \$125,000 2. Vermont Systems - Seminole County #RFP-602809-17BJC - Parks & Rec Division Business Management Software; Requesting additional funds for the software solution used by the Parks & Recreation Department to manage business operations and services. Contract Term: Through September 30, 2029; Not to Exceed: \$550,000 3. Carr & Collier, Inc. - Seminole County #CC-3563-21/RTB - Minor Construction Projects Less Than \$2M; For contracted services to support the Public Works Department staff and City operations. Contract Term: Through August 9, 2026; Not to Exceed: \$400,000 4. Ovation Construction Company, LLC - Sourcewell #FL-R3-GC- | |

092524-OCC - General Contractor; For contracted services on an as-needed basis during the term of the agreement to assist staff and support City operations. Contract Term: Through December 10, 2026; Not to Exceed: \$500,000

- e. Approve the following contracts: 1 minute
 - 1. RFQ7-22 - Patel, Greene & Associates, LLC - Transportation Planning & Engineering Services; For professional consulting services to support City staff with active and potential future projects. Contract Term: Through July 7, 2026
 - 2. RFQ7-24 - L&S Diversified - Professional Survey Consulting Services; For professional consulting services to support City staff with active and potential future projects. Contract Term: Through May 23, 2026
- f. Approve request to waive procurement process: 1 minute
 - 1. Mission Critical Solutions (MCS), an authorized contractor for Lighting Solutions - MLK Jr. Park Basketball & Pickleball Court Lights Installation; Not to Exceed: \$84,100
- g. FY25 Budget Amendments 2 minutes
- h. Commission acceptance of Water & Wastewater Utility Strategic Plan
- i. City Commission approval of the Electric Utility Strategic Plan.

12. Action Items Requiring Discussion

- a. Seven Oaks Park Sculpture Installation Proposal from Public Art Advisory Board 10 minutes
- b. Budget Discussion & Set Tentative Millage Rate 20 minutes
- c. Discussion of Orange County Redistricting 20 minutes
- d. Seven Oaks Park Activation RFP 15 minutes

13. Public Hearings: Quasi-Judicial Matters

(Public participation and comment on these matters must be in-person.)

14. Public Hearings: Non Quasi-Judicial Matters

(Public participation and comment on these matters may be virtual or in-person.)

-
- | | | |
|----|---|-----------|
| a. | Ordinance 3350-25 - Implementing reasonable time, place, and manner restrictions on protests and demonstrations near the Winter Park Library and Events Center and prohibiting intentional acts causing disruption to Library operations or events occurring at the Winter Park Library and Events Center (2nd Reading) | 5 minutes |
| b. | Resolution 2303-25 - Designating the City Manager as the administrative official authorized to approve plats and replats pursuant to Section 177.071, Florida Statutes. | 5 minutes |

15. Department Budget Presentations

- | | | |
|----|---------------------------------|------------|
| a. | Department Budget Presentations | 45 minutes |
|----|---------------------------------|------------|

16. City Commission Reports**17. Summary of Meeting Actions****18. Adjournment**



City Commission

agenda item 11.a

item type

Consent Agenda

meeting date

July 23, 2025

prepared by

Rene Cranis, City Clerk

approved by

Randy Knight, City Manager

subject

Approve the minutes of the regular meeting, July 9, 2025

motion | recommendation**background****alternatives | other considerations****fiscal impact****attachments**

1. Minutes 7-9-25 Draft



City Commission Regular Meeting Minutes

July 9, 2025 at 3:30 PM

City Hall Commission Chambers
401 S. Park Avenue

Present

Mayor Sheila DeCiccio, Commissioners Marty Sullivan, Craig Russell, Kris Cruzada and Warren Lindsey; City Manager Randy Knight; Assistant City Manager Michelle del Valle; City Attorney Dan Langley and City Clerk Rene Cranis.

1. Meeting Called to Order

Mayor DeCiccio called the meeting to order at 3:30 p.m.

2. Invocation - Pastor Justin Mrotz, Action Church

3. Pledge of Allegiance

4. Approval of Agenda

Item 6b, FY 26 Budget Presentation, was moved following Public Hearings.

5. Mayor's Report

- Complimented Police Chief Volkerson and Fire Chief Hagedorn on the article in Winter Park 32789 magazine.
- Reported on state funding received for several projects.
 - a. Establishment of Auditor Selection Board

Mr. Knight explained the charter requirements for retaining a city auditor. Staff have made recommendations for resident board members. Consensus was to appoint Commissioner Cruzada as board chair and approve staff's recommendation for resident board members.

Mr. Knight addressed resident concerns received about the odor from the Magnolia water plant, which was caused by the malfunction of the ozone generated caused by a lightning strike and reported that staff are diligently working to repair the equipment.

6. City Manager's Report

- a. FY 25 Q4 Schedule

Approved by consensus.

- b. FY 26 Budget Presentations

City Manager Randy Knight reviewed the current economic conditions which have caused increased costs for software, credit card fees, and wages. The budget is

presented without a millage rate increase but with increases in the non-fuel portion of the electric bill, stormwater fees (part of an approved three-year rate increase) and water and wastewater rates to fund improvements. He summarized the general fund revenue, expenditures and reserves and presented a millage rate comparison (WP is 2nd lowest in Orange County). budget highlights, capital improvements, unfunded projects (available contingency and surplus funds). Decisions for the commission are rate increases, surplus funding and tentative millage rate, which will be set in the July 23rd meeting. He advised that if the commission is considering a millage rate increase, a .25 percent increase would generate an additional \$2.36m.

Commissioner Lindsey suggested implementing a fee on credit card payments on a sliding scale based on payment amount, immediately.

Commissioner Russell expressed concern about the condition of transformers and the need for ongoing maintenance of facilities and suggested posting signs at project sites to inform residents how the project is funded (tax dollars).

Commissioner Sullivan spoke about increased costs and said he feels the millage rate can remain the same if the city limits expansion of service, capital projects and staff. Additional revenue may also be needed to comply with new laws. He feels, since the city's contribution to the Library is more than 70%, the city needs to review the operation to ensure it is adequately serving its residents.

Mayor DeCiccio opposed cuts that would adversely affect the city's level of service.

Budget presentations were received from directors of the following departments: Communications, Building, Permitting and Code Enforcement, IT and Planning and Zoning, each reviewing their department's mission statements, organizational charts, levels of service and key performance indicators, accomplishments, spending and goals, and responding to questions from the Commission.

7. City Attorney's Report

8. Non-Action Items

9. Public Comments | Heard after public hearings

Cathy Baumgardner, 2437 Lake Waumpi Drive, spoke about water odor and lack of communication to residents about the cause and status of resolution. Staff will provide updates on the website.

Hattie Bryant, 1240 S. Pennsylvania, opposed the proposed increased FY 26 budget and utility rate increase.

Gig Papa, 1440 Hibiscus Avenue, expressed appreciation for the Parks and Recreation Advisory Board's work on the fee waiver policy, but expressed disappointment in the commission's action to keep some fee waivers in place despite not meeting the new policy requirements. She also opposed political activities/groups attendance at city events.

Gina Dole, 2703 Parkland Drive, spoke about fiber installation and damage to residents' property. She suggested residents be notified when installation or work will be performed on their property. She expressed a desire for better streetlights on Parkland Drive and electric undergrounding even though they are OUC customers. Staff will reach out to contractors to provide notice.

A recess was held from 5:03 to 5:15 p.m.

10. Consent Agenda

- a. Approve the minutes of the regular meeting, June 25, 2025
- b. Approve the minutes of the work session, June 26, 2025
- c. Authorize staff to negotiate the following:
 1. RFP5-25 - Design, Install, Configure & Maintain Audio Visual Systems; Authorization for Procurement and City staff to enter into negotiations with the two (2) top-ranked vendors based on the selection committee's recommendation: BCI Integrated Solutions, IM Solutions, LLC. Final award recommendations will be brought back to the City Commission for approval upon completion of negotiations.
 2. ITN7-25 - Janitorial Services REBID; Authorization for Procurement and City staff to enter into negotiations with the four (4) top-ranked vendors based on the selection committee's recommendation: American Facility Services, Inc., American Janitorial, Inc., Kings Service Solutions, LLC, United States Service Industries, Inc. (dba Grupo Eulen). Final award recommendations will be brought back to the City Commission for approval upon completion of negotiations.
- d. Approve the following piggyback contracts:
 1. Wind River Environmental, LLC - Orange County #Y23-155 - Sewage Hauling; For contracted sewage hauling services to support City staff and operations, including during sewer line breaks and maintenance shutdowns. Contract Term: Through July 24, 2028; Not to Exceed: \$125,000.
 2. Cubix, Inc. - OMNIA Partners #2020002150 - Systemwide Flooring; For flooring replacement throughout City facilities, as determined by operational needs. Contract Term: Through April 14, 2027; Not to Exceed: \$175,000.
 3. Everglades Equipment Group - Sourcewell #112624-DAC - Ground Maintenance; For purchase and replacement of grounds maintenance equipment to support City operations. Contract Term: Through January 31, 2029; Not to Exceed: \$150,000.
 4. Applied Ecology, Inc. - South Florida Water Management District #4600004950 - Ecological and Environmental Scientific and Technology Support; For services to analyze 2021-2022 vegetation coverage throughout the City and compare existing canopy data. Contract Term: Through October 28, 2027; Not to Exceed: \$250,000.
 5. Optimus Solar, LLC - Sourcewell #042221-CPI - Electric Vehicle Supply Equipment & Related Services; For the maintenance of existing electric

- vehicle infrastructure. Contract Term: Through July 20, 2026; Not to Exceed: \$145,000.
6. Atlantic Pipe Services, LLC - City of Orlando #IFB22-0161-3 - Sanitary Sewer Lining and Manhole Rehabilitation; For contracted services to support the Public Works Department staff and City operations. Contract Term: Through July 17, 2026; Not to Exceed: \$215,000.
 7. Municipal Emergency Services - Lake County #22-730 (Multi-Award Contract) - Fire Equipment, Supplies & Services; For the purchase of firefighting tools, equipment, and related supplies to support the Fire Department operations. Contract Term: Through July 31, 2027; Not to Exceed: \$100,000.
 8. Ten-8 Fire Equipment Company - Lake County #22-730 (Multi-Award Contract) - Fire Equipment, Supplies & Services; For the purchase of firefighting tools, equipment, and related supplies to support the Fire Department operations. Contract Term: Through July 31, 2027; Not to Exceed: \$100,000.
- e. Approve the following contracts:
1. RFP22-23 - High Performance Sports Management, Inc. - Tennis Programming & Instructional Services; Requesting additional funding to continue supporting the successful tennis program. Due to increased revenue goals and growing participation, the City has incurred higher program costs. Contract Term: Through October 10, 2025; Not to Exceed: \$175,000.
 2. IFB14-24 - Yang, Inc. - Electrician Services; For as-needed electrical services to support maintenance and repair needs across City facilities. Contract Term: Through August 4, 2026; Not to Exceed: \$175,000.

Motion made by Commissioner Sullivan to approve the Consent Agenda, seconded by Commissioner Russell and carried unanimously by a 5-0 vote.

11. Action Items Requiring Discussion

12. Public Hearings: Quasi-Judicial Matters

- a. Request of Benjamin Partners, LTD:
- ORDINANCE 3344-25 - AN ORDINANCE OF THE CITY OF WINTER PARK, FLORIDA AMENDING CHAPTER 58, "LAND DEVELOPMENT CODE", ARTICLE I "COMPREHENSIVE PLAN" FUTURE LAND USE MAP SO AS TO CHANGE THE FUTURE LAND USE DESIGNATION OF LOW DENSITY RESIDENTIAL TO ORANGE COUNTY PLANNED DEVELOPMENT FUTURE LAND USE ON THE PROPERTY AT LOCATED AT 1101 LEWIS DRIVE, MORE PARTICULARLY DESCRIBED HEREIN. (2nd Reading).
 - ORDINANCE 3345-25 - AN ORDINANCE OF THE CITY OF WINTER PARK, FLORIDA AMENDING CHAPTER 58, "LAND DEVELOPMENT CODE", ARTICLE III, "ZONING" AND THE OFFICIAL ZONING MAP SO AS TO CHANGE FROM LOW DENSITY RESIDENTIAL (R-2) ZONING TO ORANGE COUNTY PLANNED

DEVELOPMENT (OC-PD) ZONING ON THE PROPERTY AT 1101 LEWIS DRIVE,
MORE PARTICULARLY DESCRIBED HEREIN. (2nd Reading).

Attorney Langley read the resolution (adopted on June 25) and ordinances by title. There were no public comments.

Motion made by Mayor DeCiccio to adopt Ordinance 3344-25, seconded by Commissioner Cruzada. Upon a roll call vote, Commissioners Sullivan, Russell, Cruzada and Lindsey and Mayor DeCiccio voted yes. The motion carried unanimously by a 5-0 vote.

Motion made by Commissioner Sullivan to adopt Ordinance 3345-25, seconded by Commissioner Russell. Upon a roll call vote, Commissioners Sullivan, Russell, Cruzada and Lindsey and Mayor DeCiccio voted yes. The motion carried unanimously by a 5-0 vote.

b. Request of David Rasmussen:

- ORDINANCE 3346-25 - AN ORDINANCE OF THE CITY OF WINTER PARK, FLORIDA AMENDING CHAPTER 58, "LAND DEVELOPMENT CODE", ARTICLE III, "ZONING" AND THE OFFICIAL ZONING MAP SO AS TO CHANGE FROM SINGLE-FAMILY RESIDENTIAL (R-1A) ZONING TO LOW DENSITY RESIDENTIAL (R-2) ZONING ON THE PROPERTY AT 2260 HAWICK LANE, MORE PARTICULARLY DESCRIBED HEREIN. (2nd Reading)

Attorney Langley read the ordinance by title. There were no public comments.

Motion made by Commissioner Sullivan to adopt Ordinance 3346-25, seconded by Commissioner Lindsey. Upon a roll call vote, Commissioners Sullivan, Russell, Cruzada and Lindsey and Mayor DeCiccio voted yes. The motion carried unanimously by a 5-0 vote.

c. Request of Cory Kroeger:

- ORDINANCE 3338-25 - AN ORDINANCE OF THE CITY OF WINTER PARK, FLORIDA, PROVIDING FOR THE ANNEXATION OF APPROXIMATELY 0.50 ACRES OF REAL PROPERTY LOCATED AT 874 JACKSON AVENUE, AS MORE SPECIFICALLY DESCRIBED HEREIN, INTO THE MUNICIPAL BOUNDARIES OF THE CITY OF WINTER PARK; REDEFINING THE CITY BOUNDARIES TO GIVE THE CITY OF WINTER PARK JURISDICTION OVER SAID PROPERTY; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE. (2nd Reading)
- ORDINANCE 3347-25 - AN ORDINANCE OF THE CITY OF WINTER PARK, FLORIDA AMENDING CHAPTER 58, "LAND DEVELOPMENT CODE", ARTICLE I "COMPREHENSIVE PLAN" FUTURE LAND USE MAP SO AS TO ESTABLISH COMMERCIAL FUTURE LAND USE ON THE ANNEXED PROPERTY AT LOCATED AT 874 JACKSON AVENUE AND TO INDICATE THE ANNEXATION ON THE OTHER MAPS WITHIN THE COMPREHENSIVE PLAN, MORE PARTICULARLY DESCRIBED HEREIN. (2nd Reading)

- ORDINANCE 3348-25 - AN ORDINANCE OF THE CITY OF WINTER PARK, FLORIDA AMENDING CHAPTER 58, "LAND DEVELOPMENT CODE", ARTICLE III, "ZONING" AND THE OFFICIAL ZONING MAP SO AS TO ESTABLISH COMMERCIAL (C-3) ZONING ON THE ANNEXED PROPERTY AT 874 JACKSON AVENUE, MORE PARTICULARLY DESCRIBED HEREIN; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE. (2nd Reading)

Attorney Langley read the ordinances by title. There were no public comments.

Motion made by Commissioner Russell to adopt Ordinance 3338-25, seconded by Commissioner Lindsey. Upon a roll call vote, Commissioners Sullivan, Russell, Cruzada and Lindsey and Mayor DeCiccio voted yes. The motion carried unanimously by a 5-0 vote.

Motion made by Commissioner Sullivan to adopt Ordinance 3347-25, seconded by Commissioner Lindsey. Upon a roll call vote, Commissioners Sullivan, Russell, Cruzada and Lindsey and Mayor DeCiccio voted yes. The motion carried unanimously by a 5-0 vote.

Motion made by Commissioner Lindsey to adopt Ordinance 3348-25, seconded by Commissioner Cruzada. Upon a roll call vote, Commissioners Sullivan, Russell, Cruzada and Lindsey and Mayor DeCiccio voted yes. The motion carried unanimously by a 5-0 vote.

13. Public Hearings: Non-Quasi-Judicial Matters

- a. ORDINANCE 3349-25 - AN ORDINANCE OF THE CITY OF WINTER PARK, FLORIDA AMENDING CHAPTER 58 "LAND DEVELOPMENT CODE", ARTICLE III, "ZONING REGULATIONS" SUBSECTION 58-71 THROUGH 58-83 SO AS TO ADD PROVISIONS RELATING TO THE ADOPTION OF UPDATED DESIGN STANDARDS FOR THE CENTRAL BUSINESS DISTRICT/WEST NEW ENGLAND AVENUE, MORSE BOULEVARD, AND THE ORANGE AVENUE OVERLAY DISTRICT PROVIDING FOR CONFLICTS, CODIFICATION, SEVERABILITY, AND AN EFFECTIVE DATE. (2nd Reading).

Attorney Langley read the ordinance by title. There were no public comments.

Motion made by Commissioner Lindsey to adopt Ordinance 3349-25, seconded by Commissioner Sullivan. Upon a roll call vote, Commissioners Sullivan, Russell, Cruzada and Lindsey voted yes. Mayor DeCiccio voted no. The motion carried by a 4-1 vote.

- b. Ordinance - Implementing reasonable time, place, and manner restrictions on protests and demonstrations near the Winter Park Library and Events Center and prohibiting intentional acts causing disruption to Library operations or events occurring at the Winter Park Library and Events Center (1st Reading)
Tabled from June 25, 2025

Attorney Langley read the ordinance by title. He explained the boundary was changed to include the Library and Events Center campus, which, from an operational

standpoint, is not part of the public park. The ordinance was also revised to define organized protests and establish provisions for disruption of events and a verbal warning before issuing a violation. He noted that the ordinance does not regulate content. He responded to comments by members of the Commission.

Commissioner Sullivan said he feels this ordinance goes beyond what is needed to protect the Library and Events Center, will damage the city's image, could result in a lawsuit.

Commissioner Russell said he feels it is the city's responsibility to protect its residents and visitors, and this ordinance is a reasonable measure to that end.

Commissioner Cruzada said he views this as a safety issue and protects patrons on the campus.

Commissioner Lindsey feels this is a First Amendment violation, is a solution looking for a problem, an unnecessary use of government power, is a negative symbol of Winter Park and has a potential for litigation.

Mayor DeCiccio said this ordinance does not restrict speech and the city can implement restrictions provided content is not restricted. She feels patrons should not experience disruption of events.

Cheryl Malone, 2400 Temple Drive, and Gigi Papa, 1440 Hibiscus Avenue, opposed the ordinance.

Motion made by Mayor DeCiccio to approve the ordinance, seconded by Commissioner Cruzada. Upon a roll call vote, Commissioners Russell and Cruzada and Mayor DeCiccio voted yes. Commissioners Sullivan and Lindsey voted no. The motion carried by a 3-2 vote.

- c. RESOLUTION 2302-25 - A RESOLUTION OF THE CITY OF WINTER PARK, FLORIDA, APPROVING THE USE OF ELECTRONIC SIGNATURES ON GOVERNMENT DOCUMENTS; PROVIDING FOR SEVERABILITY, CONFLICTS, CODIFICATION, AND AN EFFECTIVE DATE.

Attorney Langley read the resolution by title.

Motion made by Commissioner Cruzada to adopt Resolution 2302-25, seconded by Commissioner Sullivan. Upon a roll call vote, Commissioners Sullivan, Russell, Cruzada and Lindsey and Mayor DeCiccio voted yes. The motion carried unanimously by a 5-0 vote.

14. City Commission Reports

Commissioner Russell –

- A Meet and Greet with the new WPHS principal is next Monday at the Ninth Grade Center.

Commissioner Cruzada –

- Appointed Ben Robins to the Transportation Advisory Board and Christopher Warshaw to the Utilities Advisory Board.

Commissioner Lindsey –

- The dedication of the MLK Park Unity Corner is Saturday.
- Thanked the Chamber of Commerce for hosting the legislative update session.

Mayor DeCiccio –

- Reported on her experience with the new procedures for monitoring board member attendance.

15. Summary of Meeting Actions

- Received Mayor's Report.
- Appointed members to the Auditor Selection Board.
- Approved the upcoming meeting and work session schedule for the 4th quarter.
- Approved the Consent Agenda.
- Adopted ordinances changing land use and zoning at 1101 Lewis Drive.
- Adopted ordinance changing zoning at 2260 Hawick Drive.
- Adopted annexation, land use and rezoning ordinances at 874 Jackson Avenue.
- Adopted ordinance updating design standards for CBD, Morse Blvd., and OAO.
- Approved ordinance relating to disruption of events at the Library and Events Center.
- Adopted resolution authorizing electronic signatures on official documents.
- Received budget presentations.

16. Adjournment

The meeting adjourned at 7:26 p.m.

Mayor Sheila DeCiccio

ATTEST:

City Clerk Rene Cranis



City Commission

agenda item 11.b

item type

Consent Agenda

meeting date

July 23, 2025

prepared by**approved by**

Randy Knight, City Manager

subject

Approve the minutes of the work session, July 10, 2025

motion | recommendation**background****alternatives | other considerations****fiscal impact****attachments**

1. Minutes 07-10-25 Draft



City Commission Work Session Minutes

July 10, 2025 at 3:30 PM

City Hall Commission Chambers
401 S. Park Avenue

Present

Commissioners Marty Sullivan, Craig Russell, Kris Cruzada, Warren Lindsey, Mayor Sheila DeCiccio, City Manager Randy Knight; Assistant City Manager Michelle del Valle and City Clerk Rene Cranis.

Also Present

Director of Office of Management and Budget Peter Moore, Police Chief Tim Volkerson, Fire Chief Dan Hagedorn, Director of Parks and Recreation Jason Seeley, Director of Electric Utility Jamie England and Director of Water and Wastewater Utility David Zusi.

1. Meeting Called to Order

Mayor DeCiccio called the work session to order at 3:30 p.m.

2. Discussion Item (s)

a. Department Budget Presentations

Mayor DeCiccio noted the city needs to be prepared if the trend of shifting FEMA responsibilities to local governments continues.

Budget presentations were received from chiefs of Police and Fire-Rescue and Director of Parks and Recreation, each reviewing their department's mission and vision, organizational charts, levels of service, key performance indicators, accomplishments, spending and goals and providing additional information on staffing and recruitment costs, grant opportunities, and capital projects in response to questions from the commission.

Presentations for Departments of Electric Utility and Water and Wastewater were continued to the regular meeting July 23rd.

3. Adjournment

The work session adjourned at 5:27 p.m.

Mayor Sheila DeCiccio

ATTEST:

City Clerk Rene Cranis



City Commission

agenda item 11.c

item type

Consent Agenda

meeting date

July 23, 2025

prepared by**approved by****subject**

Approve the following formal solicitations:

motion | recommendation**background****alternatives | other considerations****fiscal impact****attachments**

None



City Commission

agenda item 11.d

item type

Consent Agenda

meeting date

July 23, 2025

prepared by**approved by****subject**

Approve the following piggyback contracts:

motion | recommendation**background****alternatives | other considerations****fiscal impact****attachments**

None

**item type**

Consent Agenda

meeting date

July 23, 2025

prepared by

Rebecca Watt, Procurement Agent
Jennifer Maier, Procurement Manager

approved by

Randy Knight, City Manager

subject

1. Weedoo Greenboats, Inc. - GSA #47QMCA20D0042 - Equipment & Supplies Purchasing; For the repair and maintenance of existing equipment to support City operations. Contract Term: Through July 16, 2030; Not to Exceed: \$125,000
2. Vermont Systems - Seminole County #RFP-602809-17BJC - Parks & Rec Division Business Management Software; Requesting additional funds for the software solution used by the Parks & Recreation Department to manage business operations and services. Contract Term: Through September 30, 2029; Not to Exceed: \$550,000
3. Carr & Collier, Inc. - Seminole County #CC-3563-21/RTB - Minor Construction Projects Less Than \$2M; For contracted services to support the Public Works Department staff and City operations. Contract Term: Through August 9, 2026; Not to Exceed: \$400,000
4. Ovation Construction Company, LLC - Sourcewell #FL-R3-GC-092524-OCC - General Contractor; For contracted services on an as-needed basis during the term of the agreement to assist staff and support City operations. Contract Term: Through December 10, 2026; Not to Exceed: \$500,000

motion | recommendation

Commission approve items as presented and authorize Mayor to execute.

background

1. The Natural Resources & Sustainability Department utilizes the aquatic equipment from Weedoo Greenboats, Inc. to support waterway maintenance and environmental sustainability efforts. Weedoo Greenboats, Inc. was selected through the GSA cooperative agency, which provides competitively solicited pricing and terms.
2. The Parks & Recreation Department uses Vermont Systems software for program registration, facility reservations, and daily operations. Vermont Systems was selected through Seminole County's formal solicitation process, which provides competitive pricing and terms.

3. The Public Works Department utilizes this contract for minor construction projects and services to support City infrastructure and operational needs. Carr & Collier, Inc. was selected through Seminole County's formal solicitation process, which provides competitive pricing and terms.
4. The City will utilize this contract to access as-needed construction support to assist staff with various facility and infrastructure projects. Ovation Construction Company, LLC was selected through the Sourcewell cooperative agency, which provides competitively solicited pricing and terms.

alternatives | other considerations

fiscal impact

1. Stormwater Fund
2. General Fund
3. General Fund
4. General Fund

attachments

None



City Commission

agenda item 11.e

item type

Consent Agenda

meeting date

July 23, 2025

prepared by**approved by****subject**

Approve the following contracts:

motion | recommendation**background****alternatives | other considerations****fiscal impact****attachments**

None



City Commission

agenda item 11.e.1

item type

Consent Agenda

meeting date

July 23, 2025

prepared by

Rebecca Watt, Procurement Agent

approved by

Randy Knight, City Manager

subject

1. RFQ7-22 - Patel, Greene & Associates, LLC - Transportation Planning & Engineering Services; For professional consulting services to support City staff with active and potential future projects. Contract Term: Through July 7, 2026
2. RFQ7-24 - L&S Diversified - Professional Survey Consulting Services; For professional consulting services to support City staff with active and potential future projects. Contract Term: Through May 23, 2026

motion | recommendation

Commission approve items as presented and authorize Mayor to execute.

background

1. Patel, Greene & Associates, LLC was selected through a competitive process based on their qualifications to assist City staff with transportation projects. This item represents the third of five allowable renewals under the terms of the original agreement.
2. L&S Diversified was selected through a competitive process based on their qualifications to assist City staff with surveying projects. This item represents the first of five allowable renewals under the terms of the original agreement.

alternatives | other considerations**fiscal impact**

1. Each task order will be brought to the City Commission with the funding source listed.
2. Each task order will be brought to the City Commission with the funding source listed.

attachments

None



City Commission

agenda item 11.f

item type

Consent Agenda

meeting date

July 23, 2025

prepared by**approved by****subject**

Approve request to waive procurement process:

motion | recommendation**background****alternatives | other considerations****fiscal impact****attachments**

None

**item type**

Consent Agenda

meeting date

July 23, 2025

prepared by

Rebecca Watt, Procurement Agent

approved by

Randy Knight, City Manager

subject

1. Mission Critical Solutions (MCS), an authorized contractor for Lighting Solutions - MLK Jr. Park Basketball & Pickleball Court Lights Installation; Not to Exceed: \$84,100

motion | recommendation

Commission approve item as presented and authorize Mayor to execute.

background

1. The City is requesting to waive the formal procurement process to engage MCS for the installation of new lighting at MLK Jr. Park. Their proposal includes lighting for two (2) basketball courts and four (4) pickleball courts, which currently have no existing lighting. The design features ten (10) strategically placed light poles to ensure optimal coverage. MCS's quote is approximately \$100,000 less than a competing proposal, offering significant cost savings. Waiving the process will allow the City to proceed efficiently with a qualified vendor familiar with the project and site conditions.

alternatives | other considerations**fiscal impact**

1. CRA Fund

attachments

None



City Commission

agenda item 11.g

item type

Consent Agenda

meeting date

July 23, 2025

prepared by

Peter Moore, Director of Office of Management and Budget

approved by

Randy Knight, City Manager

subject

FY25 Budget Amendments

motion | recommendation

Approve the amendments to the current year FY25 budget as presented.

background

The City Commission is required by statute to approve any budget amendments that alter the total amount budgeted for any fund or when funds are transferred between different fund types. Four amendments have come forward for approval:

Millings for Road Improvement: The city has sold excess millings from job sites and would like to reflect the sale of those revenues as a credit to increase the road paving budget in public works. This is estimated to add \$53k and is cost neutral.

Building Dept Credit Card Fees: This was addressed in the annual presentation and the city is looking into alternative ways to address this growing cost. A number of large project payments on credit card have increased costs in the department. This is more than offset by the revenues received from permit fees but without an amendment the Building Department budget will look out of balance. This is a cost neutral amendment and estimated at \$260k.

City Hall Plumbing: The ongoing renovations to City Hall have exposed issues with the plumbing and sewer that need to be addressed. Staff is recommending that the remaining contingency for the current fiscal year be utilized to address these costs. Remaining contingency is currently at \$168k.

Police & Fire Special Detail: Annually, this is budgeted as a wash, but this covers the cost of officers and FF/EMTs that provide special detail for 3rd party requests. The city gets a portion of the revenues and the employee is paid for the service. Requests for special duty have been very high this year and this will accommodate that change. This amendment is cost neutral at \$162,500.

alternatives | other considerations

Most of these amendments have offsetting revenues that will account for the increased cost. Not approving them will just leave the accounting record in the city's system the same and show larger discrepancies in budget-to-actual reports.

fiscal impact

Most of the amendments have offsetting revenue adjustments and will simply more accurately reflect financial performance for the year. The City Hall renovation will utilize the city's remaining annual contingency of \$168k.

attachments

1. Budget Amendments Sheet - cc - city hall - millings - detail

Exhibit A

Item	Amount	Source Account	Source Acct. Name	Exp. Account	Exp. Acct. Name	Note	Approval Date
Millings to Road Improvement Fund	\$ 53,000	0010365 365001	Sale of Surplus Materials	0013115 553040	Road Materials and Supplies	The Public Works department sold millings leftover from projects and the money is being credited to the road materials account.	Pending
Building Dept. Credit Card Fees	\$ 260,000	0010322 322001	Building Permits - BLDG Code	0012401 534045	Credit Card Fees - Bld Dept	The volume of dollars in permitting revenue has been significant due to a few large projects. These revenues being paid on credit cards raise the city's processing fees and increase cost in the Building Dept. Increased revenues in permitting fees will cover this increased cost.	Pending
City Hall Plumbing	\$ 168,000	0019200 599410 3010381 381010	General Fund Contingency Transfer from General Fund	0018502 591301 3013101 565302	Transfer to Capital Projects Fund Facility Replacement Account	The west wing of City Hall is currently undergoing renovations and inspections have revealed aging water and sewer pipe infrastructure that needs to be replaced. The city has about \$168k in remaining contingency funds that staff is recommending for this use.	Pending
Public Safety Special Detail	\$155,000 \$7,500	0010342 342101 0010342 342201	Police Special Detail Fire Special Detail	0014104 515020 0015103 515020	Special Pay - Detail Police Special Pay - Detail Fire	Public safety personnel are routinely hired to assist with 3rd party events and services. Demand for services has been higher than originally budgeted and this amendment reflects the increase in revenue received to offset the additional costs.	Pending



City Commission

agenda item 11.h

item type

Consent Agenda

meeting date

July 23, 2025

prepared by

David Zusi, Director of Water and Wastewater Utilities

approved by

Randy Knight, City Manager

subject

Commission acceptance of Water & Wastewater Utility Strategic Plan

motion | recommendation

Recommend approval and acceptance of the 2025 Water & Wastewater Utility Strategic Plan

background

At the request of the Utility Advisory Board (UAB), the city contracted with Raftelis to conduct a strategic plan for the Water & Wastewater Utility. The completed report was presented to the City Commission at a joint Work Session with the UAB on June 12, 2025.

alternatives | other considerations

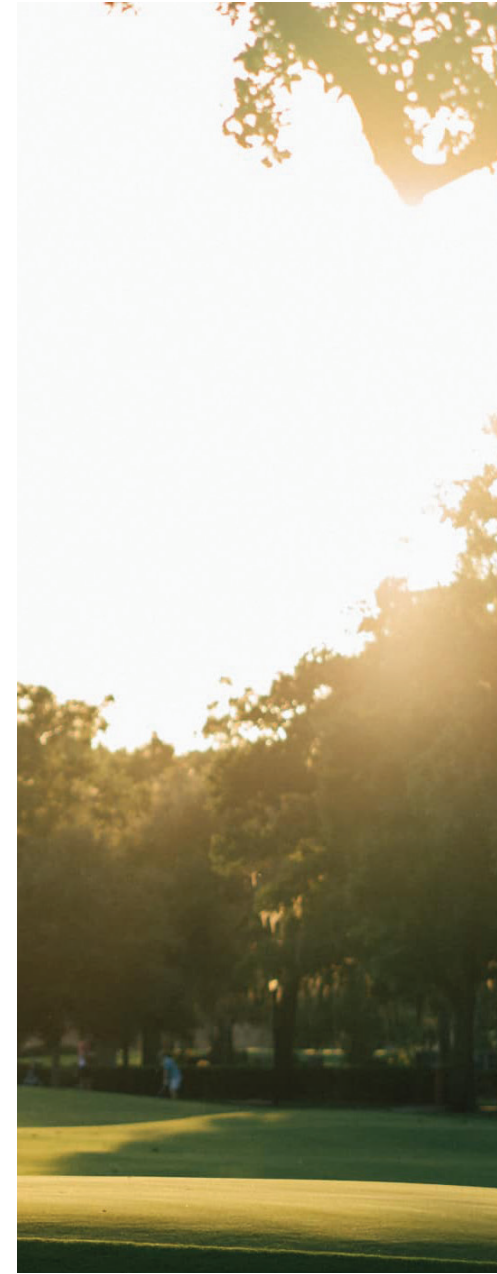
N/A

fiscal impact

The Strategic Plan was budgeted and approved by the City Commission. No further fiscal impact is required.

attachments

1. Winter Park FL-Water-Waste-Water-Strategic-Plan-v03 (002)



2025

STRATEGIC PLAN



TABLE OF CONTENTS

3

A MESSAGE FROM THE DIRECTOR

4

ABOUT THE DEPARTMENT

4

INDUSTRY TRENDS

6

FAST FACTS

7

THE STRATEGIC PLANNING PROCESS

8

STAKEHOLDER FEEDBACK

9

THE STRATEGIC FRAMEWORK

10

IMPLEMENTATION





A MESSAGE FROM

THE DIRECTOR

The residents and businesses of Winter Park and unincorporated areas of Orange County – our customers – have high expectations for their water and wastewater service. At a minimum, our services need to be safe, clean, and uninterrupted; but there's so much more to utility service than that.

Utilities across the state and country face significant challenges in continuing to provide high-quality products and services. Regulatory requirements are complex, and compliance is increasingly resource intensive. Utilities face considerable competition when attracting and retaining skilled workers, and both organizational and employee needs are evolving fast. Water and wastewater resources and treatment capacity are limited, which requires a regional approach to address in the context of growth and economic development.

In many ways, Winter Park's Water and Wastewater Utilities Department is fortunate. Over the almost three decades that I've been with the City, we have leveraged our financial resources successfully to maintain and improve our infrastructure. We've been on the front lines of using technology to enhance our operations and our customer experience and will continue to do so as we roll out a new customer portal in the coming months. We have also benefited from a committed and talented workforce, which has consistently looked for opportunities to be responsive to customer needs, to use their skills in innovative ways, and to create a positive workplace culture. I am incredibly proud of our Utilities team.

This strategic plan recognizes the challenges we face and the environment in which we operate. It builds on the investments already in place and identifies opportunities for our department to improve and go beyond what we've done in the past to support our customers and service area. It incorporates input and feedback from the Utilities Advisory Board, other City departments that work with Utilities, and Utilities employees.

As always, the Water and Wastewater Utilities are dedicated to providing the highest quality water and services in a safe, reliable, sustainable, and efficient manner. Our community deserves no less.



DAVID ZUSI

Director



About the Department

The Winter Park Water and Wastewater Utilities Department (the Department) operates as an enterprise fund committed to providing essential water and sewer services for a 23-square mile service area, including the City of Winter Park and some unincorporated areas of Orange County in the State of Florida. The water source for the Department is groundwater from the Floridan aquifer.

The Department, funded solely by ratepayers, is dedicated to providing customers with the highest quality water and utility services in a safe, reliable, and efficient manner, with care and concern for the environment. With a team of approximately 120 dedicated employees, the Department serves more than 24,000 customer accounts, ensuring their water and sewer needs are met. By ensuring the availability of safe drinking water and effective sewer treatment, the Department plays a pivotal role in safeguarding public health, supporting the well-being of residents, and fostering economic development within its designated service area.



23sq. mile
SERVICE AREA



120
DEDICATED EMPLOYEES



24,000
CUSTOMER ACCOUNTS

Industry Trends

To achieve continued success, the Department must address industry and regional trends as it works to implement its Strategic Plan. To do so, the Leadership Team reviewed a series of trends and determined how each trend currently impacts the organization by either supporting or inhibiting the organization, and how those trends might impact the Department in the future. The following key trends helped guide the development of the Strategic Plan.

TREND 1

POPULATION

The Water and Wastewater Utilities provide water and wastewater service to customers within the City limits and in unincorporated Orange County. While the City is mostly built out, redevelopment, typically with more intensive use, is occurring in some areas and increased growth in unincorporated Orange County is anticipated. The Department recognizes a need to improve communication and awareness-building with Orange County to streamline development processes, as well as plan for addressing system capacity concerns from the Water Management District.

TREND 2

LOCAL COMMUNITY

The City tends to be progressive, and much of the community is focused on environmental concerns. The Commission has a positive perception of the Utility, and with potential regulatory cost increases on the horizon, building awareness and understanding at the Commission level will be important. The Department is aware of potential regulatory changes to outside city surcharge rate methodologies at the state level, and is working to understand potential impacts for Winter Park.



TREND 3

ENVIRONMENTAL ISSUES AND REGULATIONS

The Department is complying with Lead and Copper Rule-related requirements by completing an inventory of lead service lines and is incentivizing septic-to-sewer conversion in the business corridor to support growth and redevelopment and to stay ahead of potential state-mandated conversion. With permitted groundwater withdrawal limited, the Department will need to plan for ways to reduce per capita water usage, possibly through encouraging the use of lower-quality for irrigation. The organization will continue to monitor and respond appropriately to regulatory changes.

TREND 4

WORKFORCE

While the Department has recently hired many new staff, bringing the vacancy rate down to approximately 10%, attracting and retaining candidates with appropriate experience is difficult. The Utility recognizes a need for increased cross-training and safety programming across the organization, as well as a need to assess workforce capacity and succession planning, as the organization has limited resources.

TREND 5

TECHNOLOGY

The organization has effectively leveraged technology, with fiber infrastructure at nearly all Department facilities, a new enterprise resource planning (ERP) system, and an advanced metering infrastructure (AMI) system. Once the Department has fully integrated its new ERP software with the existing AMI system, it will begin pursuing the creation of a meaningful customer portal to increase customer awareness and transparency around billing and usage.

TREND 6

CUSTOMER EXPERIENCE

The Department strives to provide a high level of service to meet community expectations, and overall, customers have a positive perception

of the organization. The Department plans to improve customer billing following its technology implementation and is confident in its ability to maintain a high level of service while recognizing potential constraints related to workforce issues and awareness of regulatory issues.

TREND 7

FINANCIAL CONSIDERATIONS

The Department brings in approximately \$40 million in revenue annually and maintains a healthy cash balance and debt service coverage ratio. Additionally, as the utility has a construction services division, a substantial amount of capital work is done in-house allowing for major cost savings for the Department. Despite this, there are growing operational and infrastructure needs, and capital needs from bulk/wholesale providers are difficult to predict, resulting in concerns about sufficient capital capacity. Because the City is mostly built-out and the Department is not expected to be able to increase its permitted withdrawal capacity, there are challenges with revenue growth ability. Currently, the Department increases rates annually based on the Florida Public Service Commission (FPSC) index. Due to rising costs, the Department seeks to prioritize more formalized budget and finance planning and strategies to ensure a fiscally sustainable future for the organization.

TREND 8

INCREASED RISK PROFILE

The City and the Department's service area is vulnerable to extreme weather events, specifically large storms which can cause major flooding and sanitary sewer overflows, and preventative maintenance and preparation for these events has resulted in budgetary impacts. Cybersecurity is a growing concern, especially regarding customer information. To address these issues, the Department completed a vulnerability assessment as required by the America's Water Infrastructure Act (AWIA) and has implemented the recommendations provided by the assessment. Additionally, the Department plans to focus efforts on implementing a formal workforce safety training program.



The Strategic Planning Process

In July 2024, the City of Winter Park's Water and Wastewater Utilities Department initiated a process to develop the organization's first Strategic Plan. This plan outlines the organization's top priorities for the next few years, acting as a roadmap to drive the Department toward its desired future state by aligning resources with long-term goals.

THE DEPARTMENT'S STRATEGIC PLANNING PROCESS WAS DESIGNED TO ENSURE:

- Open communication with staff and the Utility Advisory Board (UAB) with regular updates throughout the strategic planning process.
- Alignment of the strategic plan with long-term financial planning.
- Creation of a product that enhances stakeholders' awareness of utility operations and value that can be implemented in the years to come.

TO ACHIEVE THIS, THE DEPARTMENT'S STRATEGIC PLANNING PROCESS INCLUDED:

- Engagements with both internal and external stakeholders to gather insights used to shape the Strategic Plan, including one-on-one interviews with the Leadership Team, supervisors, other City stakeholders, and multiple focus groups with Department employees.
- A kick-off meeting with the Leadership Team to identify goals for the strategic planning process and discuss key trends in the industry impacting the organization.
- A strategic planning workshop where the Leadership Team reviewed stakeholder input to guide the establishment of the Strategic Plan.
- A strategic planning workshop where the Utility Advisory Board reviewed and provided feedback on the key trends impacting the organization, input from stakeholders, and the draft Strategic Plan framework.
- A strategic plan implementation workshop in which the Leadership Team identified workplans and key performance indicators to ensure progress can be tracked and measured.

Stakeholder Feedback

ASPIRATIONS, STRENGTHS, OPPORTUNITIES, AND CRITICAL ISSUES

Stakeholder input is essential to ensuring that the mission and vision are aligned with the organization's day-to-day reality and how stakeholders perceive the organization. Engaging with the Leadership Team, Department supervisors and frontline employees, and City stakeholders, the Department obtained valuable insights into stakeholders' aspirations for the organization, identified its greatest strengths and opportunities, and gained an understanding of critical issues facing the organization.



ASPIRATIONS

- Maintain excellent service delivery and customer experience
- Proactive and prioritized capital asset management
- Be an organization of choice for employees
- Provide training programs for staff and create culture of safety
- Increased open communication and engagement within the organization and larger community



STRENGTHS

- Provide excellent customer service and high-quality services
- Collaborative and dedicated employees within the organization
- In-house construction services which enable major financial savings
- Emergency response
- Consistent infrastructure investment
- Strong communication and supportive culture



OPPORTUNITIES

- More training opportunities, recognition, and support for staff
- Expanded communication and awareness-building efforts to help the community understand the value of the Department's services
- Increased capital planning and asset management
- Improved internal processes and communication to facilitate increased operational efficiency



CRITICAL ISSUES

- Addressing workforce challenges, including retaining and attracting talented staff, assessing workforce capacity, and succession planning
- Assessing, planning, and preparing for capital needs, specifically project funding and prioritization
- Ensuring sufficient capacity for growth and to meet regulatory needs
- Leveraging and integrating different technology systems

The Strategic Framework

VISION

To provide premier services that advance the Winter Park Utilities' water resources, quality workforce, resilient infrastructure, and thriving community.

MISSION

The Water and Wastewater Utilities are dedicated to providing the highest quality water and services in a safe, reliable, sustainable, and efficient manner.

VALUES

Our employees are our most valued asset. In addition to living the City's core values every day, our team demonstrates:



Collaboration



Responsiveness



Excellence



Dedication

Strategic Framework



STRATEGIC PRIORITIES

Workforce Development

To attract and retain a regional- and industry-leading team by focusing on workforce safety, access to training opportunities, competitive compensation, and employee engagement.



Water Resources

To promote sustainable water resource management by meeting regulatory requirements, providing sufficient capacity, mitigating water quality risks, and encouraging customers to use water wisely.



Customer Relationships

To demonstrate the Department's culture of customer service through best-in-class customer interactions, streamlined service processes, and responsive problem-solving.



Communication and Outreach

To build stakeholder understanding and support for the utility through internal and external education and awareness campaigns; regular outreach and information-sharing; and effective emergency communication.



Operational Optimization

To leverage existing and emerging technologies and other organizational resources to continuously improve the Department's workflows, procedures, and data-driven decision-making processes.



Resilient Infrastructure

To ensure effective asset management, reliable infrastructure systems, and collaboration with other agencies to plan for regional needs.



Responsible Budgeting and Finance

To fund operational and capital needs by balancing utility rates and alternate revenue sources, maintaining healthy reserves, and adhering to sound financial policies.

STRATEGIES

MEASURES

1. Partner with City HR to advance utility specific policies and approaches, including utility-specific position descriptions, to attract and retain a qualified workforce.
2. Expand workforce safety training, programming, and resources.
3. Improve communication and information flow to build awareness across divisions, other Departments, and key stakeholders.
4. Expand celebration and recognition related to work success.

- Average Time to Fill Key Vacancies (days)
- Vacancy Rate (%)
- Voluntary Turnover (%)
- Retirement Eligibility (%)
- Average training hours per employee

1. Implement the next phase of the Lead and Copper Rule requirements.
2. Monitor and prepare to respond to impending regulatory requirements (e.g. PFAS, DBP rule, septic-to-sewer conversions).
3. Expand conservation programming and messaging through website articles, newsletters, customer water audits, conservation rebates, etc.
4. Implement the requirements of Winter Park's consumptive use permit, including expanded reclaimed water capacity to offset potable water use.

- Non-revenue water
- Per capita water usage
- Available treatment capacity (water and sewer)
- % LCR unknowns
- Regulatory compliance

1. Evaluate target service levels and ensure appropriate staff and resources.
2. Implement and resource the Department's program to inspect, monitor, and coordinate private lift station customers.
3. Develop training for employees who are in customer-facing roles.
4. Better leverage technology to streamline information sharing, both internally and with customers.

- # of customer calls
- Average wait time
- Customer service complaints

1. Build internal and external visibility of water and wastewater through regular collaboration with the Winter Park Communications Department.
2. Expand the engagement boundaries for the reverse 911 system to better communicate with non-city residents during emergencies.
3. Hold topic specific all-hands-on meetings with utility employees.

- Public education and outreach events (#)
- Social Media Followers/ Impressions (#)
- Opt-in Rate for the reverse 9-1-1 system

1. Complete field data input and integration in GIS to support modeling.
2. Implement work order management and CMMS for water and wastewater systems.
3. Eliminate paper-based processes for field operations.
4. Expand data analytics capabilities within water and wastewater utilities.

- Ratio of preventative maintenance to reactive maintenance
- % of processes to go paperless
- Emergency Response Readiness Training Hours
- % of system digitized in GIS

1. Prepare for and respond to infrastructure needs identified through storm events.
2. Improve distribution and collection system through continuous evaluation, smart city technology, and targeted replacement and rehabilitation.
3. Develop a meter replacement program to address end-of-life meters and billing accuracy.
4. Pursue opportunities to accelerate the lift station replacement plan and improve communication and telemetry with lift stations.
5. Develop a wastewater master plan.

- Water & Sewer Main Replacement & Rehabilitation (% of system length, linear feet)
- Water & Sewer Breaks per 100 miles

1. Implement OpenGov to support project tracking and accountability.
2. Review and revise financial policies and targets to be prepared to address significant projects and regional needs.
3. Review, benchmark, and revise rates and impact fees to ensure sufficient cost recovery.

- Bond rating
- Avg. Bill per Residential Customer
- O&M Cost per Account and FTE
- Days Working Capital
- Capital Spend (as % of total assets)

Fast Facts



Provides
4.1 billion gallons
of water per year



Treats approximately
3 billion gallons
of wastewater per year



Maintains
470 miles
of water, sewer, and
reclaimed mains



Produces more than
150 million gallons
of reclaimed water per year



The Winter Park Water Treatment Plant ensures clean, safe drinking water for the community. Through a multi-step process, raw water is treated to remove impurities and contaminants, providing reliable drinking water for residents and businesses.





City Commission

agenda item 11.i

item type

Consent Agenda

meeting date

July 23, 2025

prepared by

Jamie England, Director of Electric Utility

approved by**subject**

City Commission approval of the Electric Utility Strategic Plan.

motion | recommendation**background**

Partnered with Hometown Connections Inc. Presented to City Commission, Work Session on July 10th.

alternatives | other considerations**fiscal impact****attachments**

1. Electric Utility - Strategic Planning Workshop Report 2025 - 20250327

Shaping the Future of Our Electric Utility

Strategic Plan 2025-2028

Winter Park City Commission
June 26, 2025



Executive Summary: Overview of Today's Presentation

Project Recap

Why

How

Results

Key Decisions



Mission



Vision



Goals



Strategies

Next Steps

Approve plan and recommend to the City Commission

Prepare to support implementation of the plan

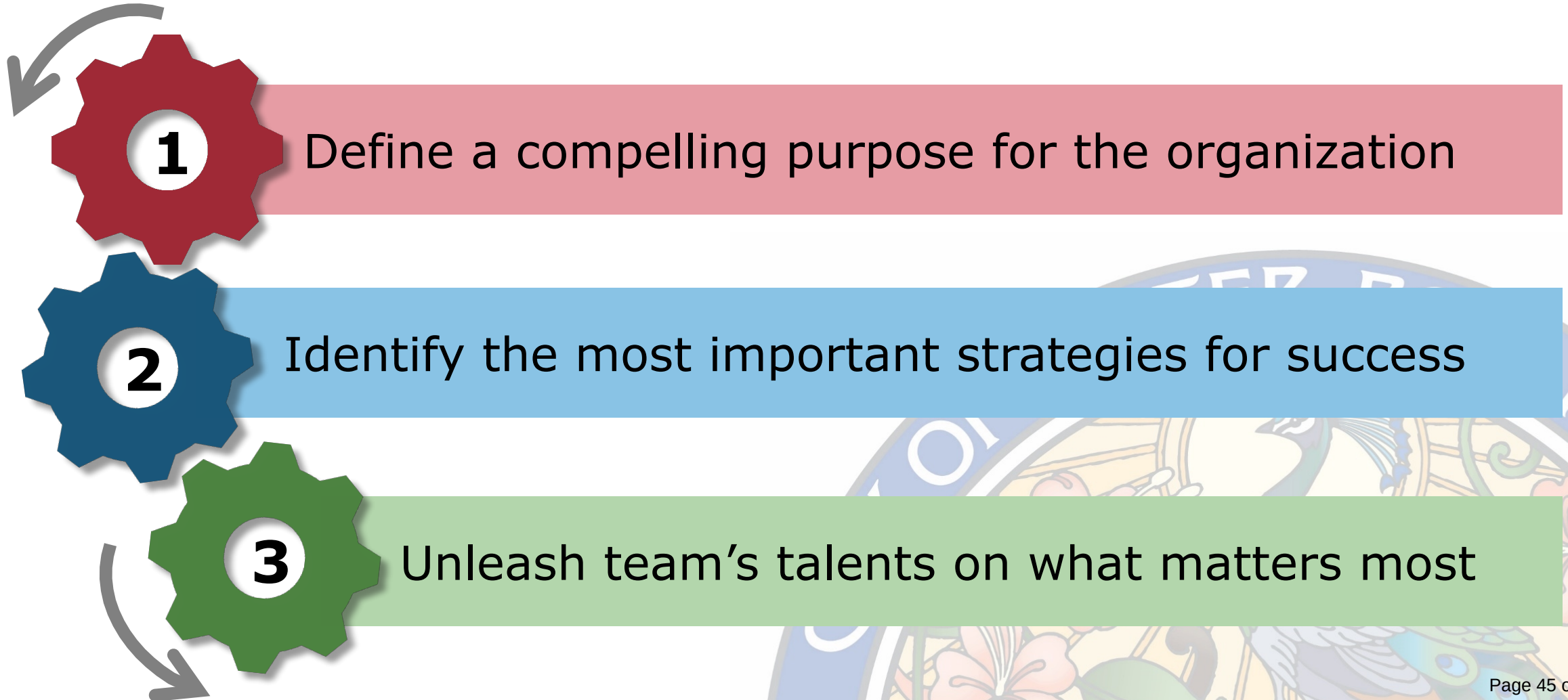
So Much Competing for Our Attention

*What's Most
Important for the
Organization Now?*



A word cloud of energy-related terms arranged in a triangular shape. The words are in various colors (blue, red, orange, yellow) and sizes. The terms include: Transmission, Electric Bills, Energy Storage, Safety, Energy Efficiency, Customer Service, Generation, Resilience, Disaster Response, Rates, Community Engagement, Distributed Energy Resources, Cybersecurity, Mutual Aid, Environment, Electricity Markets, Reliability, Grid Modernization, Financing, Electric Vehicles, Bonds, Security, Physical Security, Power Costs, and Workforce.

Three Leadership Priorities Driving Our Strategic Plan



How We Built This Strategic Plan—A Four Phase Approach



UAB's Role in Shaping the Plan



UAB participated in brainstorming of Goals and Strategies and reviewed the resulting list
UAB participated in ranking Goals and Strategies and reviewed the initial prioritization
UAB reviewed staff's shortlist of recommended Goals and Strategies and provided feedback
UAB decides on Mission, Vision, Goals and Strategies for recommendation to City Commission

UAB participated in brainstorming of Goals and Strategies and reviewed the resulting list

UAB participated in ranking Goals and Strategies and reviewed the initial prioritization

UAB reviewed staff's shortlist of recommended Goals and Strategies and provided feedback

UAB decides on Mission, Vision, Goals and Strategies for recommendation to City Commission

Key Terms of Plan's Framework

Term	Definition
Mission	A statement of the overall purpose of an organization. It describes what the organization does, for whom it does it, and what are the benefit.
Vision	Image of the future an organization seeks to create. If successful at achieving the Mission, this is what the future looks like.
Goals	Broad, long-term aims that define accomplishment of the Mission. Goals can be external or internal.
Strategies	Broad activities required to achieve a Goal.
Action Plans	Specific steps to be taken, by whom and by when, to implement a Strategy.

What We Aimed to Achieve

1

Review utility's Mission, consider a Vision

2

Establish long-range Goals

3

Identify Strategies to achieve Goals

Planning process focused at the strategic level
and not intended to develop Action Plans

Where the Utility Excels and Where It Can Improve

Strengths	Weaknesses
• Electric system reliability • Undergrounding program • Affordable rates • Utility's financial health • Dedicated workforce • Sustainability efforts • Customer service and engagement possible with a public power utility	• Customer communication gaps • Outdated technology and processes • Workforce retention and development • Supply chain vulnerabilities • Need for appropriate rate structures to support renewable goals

Based on input from the UAB and staff during the brainstorming phase.

Opportunities to Seize and Risks to Manage

Opportunities	Threats
• Completion of undergrounding • Renewable energy initiative • Outage Management System • Customer communication improvements • Customer service improvements • Technology adoption • Workforce transition • Be a leader in sustainability • Power supply optimization • Financial plan to smooth path to future goals and maintain competitive rates	• Cybersecurity and infrastructure threats • Potential for rising regional power demand and its impact on power costs • Staffing challenges • Unpredictable regulatory changes • Supply chain disruptions • Pressure to meet renewable energy target while maintaining financial strength

Based on input from the UAB and staff during the brainstorming phase.

A Clearer, Stronger Mission for the Electric Utility's Future

Existing Mission	Recommended Mission	Key Improvements
We will provide electric service with top-tier customer service, superior reliability in a fiscally prudent manner while operating with a low physical and aesthetic impact on the environment along with competitive rates.	Safely deliver reliable, competitive, and environmentally responsible electric service with exceptional customer care.	• More concise and memorable • Retains key priorities • Stronger action-oriented • Fewer words, more meaning

✓ **Approval Requested:** Does the City Commission support adopting the revised mission statement, as approved by the UAB?

Defining the Vision—Should We Fall Under the City's Vision?

- City Manager and Directors discussed creating a vision statement for the Electric Utility
- Consensus was Departments could have a mission, but they should all fall under the same vision, that being the City's vision

City's Vision: Winter Park is the city of arts and culture, cherishing its traditional scale and charm while building a healthy and sustainable future for all generations.

✓ **Decision Needed:** Does the City Commission support aligning with the City's Vision statement, as approved by the UAB?

Our Five Strategic Priorities

Goals	
A	Reliability: Improve system-wide reliability through continued undergrounding of facilities and proactive investments in the system's infrastructure, enhancing performance.
B	Power Supply: Secure reliable bulk power agreements that provide competitive rates and align with the city's renewable targets of 80% renewables by 2035, 89% by 2042, and 100% by 2050.
C	Customer Service: Deliver exceptional customer service by enhancing communication channels and improving customer access to real-time information.
D	Renewables: Implement the renewable initiative roadmap in a fiscally prudent manner.
E	Organizational Resources: Continuously improve human, financial, and technological resources to sustain and grow the utility.

Boosting Reliability: Key Strategies for Resiliency

A	Reliability: Improve system-wide reliability through continued undergrounding of facilities and proactive investments in the system's infrastructure, enhancing performance.
1	Undergrounding: Continue to prioritize the undergrounding of distribution power lines to improve system resilience.
2	OMS: Procure an Outage Management System (OMS) utilizing smart technologies to support effective customer outage response.
3	Maintenance: Enhance the current maintenance program, improving critical equipment performance and resilience.

Securing Reliable, Competitive Power Aligned with Renewable Goal

B	Power Supply: Secure reliable bulk power agreements that provide competitive rates and align with the city's renewable targets of 80% renewables by 2035, 89% by 2042, and 100% by 2050. ¹
1	Competitive Power: Pursue a diverse portfolio that secures reliable power at competitive, market-based rates and aligns with renewable targets.
2	Utility Scale Solar & Firming Resources: Pursue opportunities for cost-effective bulk renewable power, firming resources, and storage that aligns with renewable targets.

¹ Resolution [2281-24](#) of the City Commission of the City of Winter Park, Florida.

Enhancing the Customer Experience and Communication

C	Customer Service: Deliver exceptional customer service by enhancing communication channels and improving customer access to real-time information.
1	Outage Communication: Enable proactive communication that informs/acknowledges customers of outages, estimated restoration times, and provides an outage map.
2	Website/Portal: Enhance the communication value of the existing website and develop a web-based portal or mobile application where customers can monitor energy usage and billing.
3	Call Center: Continuously enhance the call-center experience while evaluating and improving after-hours and outage services to optimize customer satisfaction.
4	Customer Engagement: Investigate customer engagement solutions to improve the communication process by reaching customers through the use of the city's existing communication tools with relevant information to engage, educate and support electric utility programs.

Advancing Our Renewable Energy Commitment

D	Renewables: Implement the renewable initiative roadmap in a fiscally prudent manner.
1	Program Development: To support the renewable initiative roadmap, design: supporting rate mechanisms that maintain revenue adequacy (e.g., rates for Net Energy Metering, Time-of-use, Private EV Charging Resales, Private EV Charging Retail); and programs for expanding deployment of distributed energy resources, energy efficiency, and EVs based on load forecasts and targeted studies.
2	City Solar Deployment: Complete a study to prioritize deployment of solar and storage at city assets and establish a financial plan for implementation.
3	Update the Plan: Periodically update the renewable initiative roadmap to adapt to the capabilities and costs of evolving technology.

Investing in People, Technology and Financial Strength

E	Organizational Resources: Continuously improve human, financial, and technological resources to sustain and grow the utility.
1	Staffing/Recruiting: Provide adequate staff with the necessary expertise to support utility initiatives for improved efficiency.
2	Attract and Retain Talent: Establish a competitive compensation package benchmarked against municipal and electric utility industry standards to attract and retain talent.
3	Safety: Enhance safety training to ensure the workforce remains committed to maintaining high safety standards.
4	Financial Plan: Create a sustainable financial model that includes rate planning, debt management, and capital investment strategies to avoid rate volatility.
5	Operational Costs: Invest in technologies and processes that streamline operations, save costs, and improve overall efficiency.
6	Cybersecurity: Continue to collaborate with industry associations or experts to audit the utility's cyber and physical security and develop enhancement plans.

Next: Turning Strategy into Action

Implement the Plan

- Action Plans for each Strategy
- Timeline and milestones
- Assignment of responsibilities
- Budget implications
- Project management

Communicate the Plan

- Internal: Ensure staff understand roles to execute the plan
- External: Share the utility's plans and priorities
- Engagement: Foster ongoing support and address feedback

Monitor and Evaluate

- Key Performance Indicators, scorecards, etc.
- Regular progress reviews
- Regular reports to UAB
- Adjustments to plan, as needed

Your Decision Shapes Our Future

Action Requested of City Commission:

- Approve the Mission, Vision, Goals, and Strategies

Next Actions	Responsible Party	Timeline
Approve Strategic Plan	City Commission	June/July 2025
Develop/Refine Action Plans	Utility Staff	Q3 2025
Develop Budget Implications	Finance and Other Staff	Q3 2025
Stakeholder Communication	Communications Team	Q3-Q4 2025
Track KPIs & Report to UAB	Utility Staff	Ongoing

**item type**

Action Items Requiring Discussion

meeting date

July 23, 2025

prepared by

Craig O'Neil, Assistant Director of Communications

approved by

Randy Knight, City Manager

subject

Seven Oaks Park Sculpture Installation Proposal from Public Art Advisory Board

motion | recommendation

The Public Art Advisory Board (PAAB) seeks approval to move forward with the installation of three rotating art sculptures in Seven Oaks Park. The three rotating sculptures the PAAB would like to install in the coming year will help activate the park and provide colorful, conversational art for residents and guests to enjoy throughout the year.

background

The Public Art Advisory Board (PAAB) and city staff have been working with Orange County's Art & Cultural Affairs team to acquire three of four pieces from their "Sculptures on the Lawn" program each year in January to install in Seven Oaks Park. Winter Park's installation of these three pieces would be a continuation of its "Art on the Green" program. The three new rotating sculptures are proposed to be installed every January on concrete pads that will be placed in strategic locations throughout the park.

In addition, the PAAB is exploring the installation of one or two permanent artworks/sculptures to be installed in Seven Oaks Park and is in the process of developing an RFQ/RFP for these permanent pieces. Locations for the art are shown on the attachment with rotating sculpture locations designated by the blue Xs and the permanent art sculpture locations designated by the red Xs. Lighting of the artwork is also included in the proposal.

In addition to providing beautiful, colorful art to assist in activating the park, this public art program further strengthens the city's working relationship with Orange County as we partner in arts and culture initiatives to benefit and inspire our community.

alternatives | other considerations

fiscal impact

The costs of this public art program at Seven Oaks Park will be funded by the city's new Public Art Dedicated Funding Source, which currently stands at approximately \$380,000.00.

Rotating Art First Year Infrastructure Cost:

- Concrete pads for three sculptures at \$4,000 each = \$12,000
- Lighting for three pads at \$2,500 each = \$7,500
 - TOTAL = \$20,000

Rotating Art Annual Sculpture Loan and Installation/De-installation Cost:

- Loan Fee of \$5,000 for three sculptures = \$15,000
- Sculpture installation/de-installation at \$2,000 for three sculptures = \$6,000
- Insurance at approximately \$2,000
 - TOTAL = \$23,000

attachments

1. Seven Oakd Park Proposed Sculpture Locations

**item type**

Action Items Requiring Discussion

meeting date

July 23, 2025

prepared by

Peter Moore, Director of Office of Management and Budget

approved by**subject**

Budget Discussion & Set Tentative Millage Rate

motion | recommendation

Adopt a tentative millage rate of 4.0923 mills. Adopt a voted debt service millage of 0.2062 required to service debt on the General Obligation Bonds, Series 2017 & 2020 (Library and Events Center Bonds).

background

The Commission must adopt and submit the tentative millage rate to the Property Appraiser by July 31st. This is the rate that the Property Appraiser will use in preparing the "Notice of Proposed Property Taxes" to all property owners in August 2025. Once the tentative millage rate is set, it may not be exceeded unless an extensive notification to property owners is undertaken. The final millage may be lower than the tentative millage without additional notification requirements.

The proposed budget presented to the Commission on July 9th was based on keeping the current operating millage at 4.0923. This would mark the 18th year that the rate has remained unchanged. The combined operating and debt service millage represents a decrease (from 4.3130 to 4.2985 or a decrease of -0.3%) from the combined millage in FY25 as taxable values have risen, which reduces the millage necessary to fund the debt payments. Winter Park currently holds the lowest operating millage (including accounting for library millage) of any major jurisdiction in Orange County, and is the only municipality not to raise its millage since the great recession. This will become an increasingly difficult feat to accomplish as price pressure for public safety personnel and capital project demands weigh on future budgets.

alternatives | other considerations

If the Commission chooses, it can adjust the millage rate within certain voting approval requirements at various millage thresholds. Below are the rolled-back rate, simple majority, super majority, and unanimous voting thresholds. Dollars are expressed as gross tax revenue

and do not include discounts, collection loss, or interest.

Millage Thresholds	Rate	Tax Revenue
Tentative Millage Rate (Proposed rate for adoption of FY26 budget)	4.0923	40,070,525
Rolled-Back Rate	3.8697	37,890,895
Majority Vote	7.0923	69,445,589
Super Majority Vote	7.8015	76,389,855
Unanimous Vote	10.0000	97,916,881

fiscal impact

Property tax revenue is the single largest contributor to General Fund revenues (44% of total revenues) and is the historical driver of revenue growth rates for the General Fund. Historically, Winter Park's property tax revenue has grown at a rate that is slower than its neighbors, who may have more room to add development and grow the tax base. Small adjustments to the rate can have large impacts on total revenues. As a simple way of considering incremental changes, every 1/4 mill increase or decrease in the rate would change total annual property tax revenue by about \$2.3 million. Of the typical property owner's annual property tax bill, about 27% of what is paid comes to support city services. The remaining 3/4 is dedicated to Orange County Schools, St. Johns Water Management District, and to the County.

attachments

1. Winter Park - DOR TRIM Forms



CERTIFICATION OF TAXABLE VALUE

DR-420
R. 5/12
Rule 12D-16.002
Florida Administrative Code
Effective 11/12

Year : 2025	County : Orange
Principal Authority : City of Winter Park	Taxing Authority : City of Winter Park - Operating

SECTION I : COMPLETED BY PROPERTY APPRAISER

1.	Current year taxable value of real property for operating purposes	\$	9,577,965,583	(1)	
2.	Current year taxable value of personal property for operating purposes	\$	211,917,486	(2)	
3.	Current year taxable value of centrally assessed property for operating purposes	\$	1,805,029	(3)	
4.	Current year gross taxable value for operating purposes <i>(Line 1 plus Line 2 plus Line 3)</i>	\$	9,791,688,098	(4)	
5.	Current year net new taxable value (Add new construction, additions, rehabilitative improvements increasing assessed value by at least 100%, annexations, and tangible personal property value over 115% of the previous year's value. Subtract deletions.)	\$	107,740,217	(5)	
6.	Current year adjusted taxable value <i>(Line 4 minus Line 5)</i>	\$	9,683,947,881	(6)	
7.	Prior year FINAL gross taxable value from prior year applicable Form DR-403 series	\$	9,135,777,666	(7)	
8.	Does the taxing authority include tax increment financing areas? If yes, enter number of worksheets (DR-420TIF) attached. If none, enter 0	☒ YES	☐ NO	Number 3	(8)
9.	Does the taxing authority levy a voted debt service millage or a millage voted for 2 years or less under s. 9(b), Article VII, State Constitution? If yes, enter the number of DR-420DEBT, <i>Certification of Voted Debt Millage</i> forms attached. If none, enter 0	☒ YES	☐ NO	Number 1	(9)
SIGN HERE	Property Appraiser Certification		I certify the taxable values above are correct to the best of my knowledge.		
	Signature of Property Appraiser: Electronically Certified by Property Appraiser		Date : 6/27/2025 3:00:00 PM		

SECTION II : COMPLETED BY TAXING AUTHORITY

If this portion of the form is not completed in FULL your taxing authority will be denied TRIM certification and possibly lose its millage levy privilege for the tax year. If any line is not applicable, enter -0-.				
10.	Prior year operating millage levy <i>(If prior year millage was adjusted then use adjusted millage from Form DR-422)</i>		4.0923 per \$1,000	(10)
11.	Prior year ad valorem proceeds <i>(Line 7 multiplied by Line 10, divided by 1,000)</i>	\$	37,386,343	(11)
12.	Amount, if any, paid or applied in prior year as a consequence of an obligation measured by a dedicated increment value <i>(Sum of either Lines 6c or Line 7a for all DR-420TIF forms)</i>	\$	4,857,254	(12)
13.	Adjusted prior year ad valorem proceeds <i>(Line 11 minus Line 12)</i>	\$	32,529,089	(13)
14.	Dedicated increment value, if any <i>(Sum of either Line 6b or Line 7e for all DR-420TIF forms)</i>	\$	1,277,894,825	(14)
15.	Adjusted current year taxable value <i>(Line 6 minus Line 14)</i>	\$	8,406,053,056	(15)
16.	Current year rolled-back rate <i>(Line 13 divided by Line 15, multiplied by 1,000)</i>		3.8697 per \$1000	(16)
17.	Current year proposed operating millage rate		4.0923 per \$1000	(17)
18.	Total taxes to be levied at proposed millage rate <i>(Line 17 multiplied by Line 4, divided by 1,000)</i>	\$	40,070,525	(18)

19.	TYPE of principal authority (check one)	☐ County	☐ Independent Special District	(19)
		☒ Municipality	☐ Water Management District	
20.	Applicable taxing authority (check one)	☒ Principal Authority	☐ Dependent Special District	(20)
		☐ MSTU	☐ Water Management District Basin	
21.	Is millage levied in more than one county? (check one)	☐ Yes	☒ No	(21)
DEPENDENT SPECIAL DISTRICTS AND MSTUs			STOP HERE - SIGN AND SUBMIT	
22.	Enter the total adjusted prior year ad valorem proceeds of the principal authority, all dependent special districts, and MSTUs levying a millage. <i>(The sum of Line 13 from all DR-420 forms)</i>	\$	32,529,089	(22)
23.	Current year aggregate rolled-back rate <i>(Line 22 divided by Line 15, multiplied by 1,000)</i>		3.8697 per \$1,000	(23)
24.	Current year aggregate rolled-back taxes <i>(Line 4 multiplied by Line 23, divided by 1,000)</i>	\$	37,890,895	(24)
25.	Enter total of all operating ad valorem taxes proposed to be levied by the principal taxing authority, all dependent districts, and MSTUs, if any. <i>(The sum of Line 18 from all DR-420 forms)</i>	\$	40,070,525	(25)
26.	Current year proposed aggregate millage rate <i>(Line 25 divided by Line 4, multiplied by 1,000)</i>		4.0923 per \$1,000	(26)
27.	Current year proposed rate as a percent change of rolled-back rate <i>(Line 26 divided by Line 23, minus 1, multiplied by 100)</i>		5.75 %	(27)
First public budget hearing		Date :	Time :	Place :
		9/10/2025	5:01 PM EST	401 S. Park Avenue Winter Park 32789
SIGN HERE	Taxing Authority Certification		I certify the millages and rates are correct to the best of my knowledge. The millages comply with the provisions of s. 200.065 and the provisions of either s. 200.071 or s. 200.081, F.S.	
	Signature of Chief Administrative Officer :			Date :
	Title :		Contact Name and Contact Title :	
	Mailing Address :		Physical Address :	
	City, State, Zip :		Phone Number :	Fax Number :

Instructions on page 3

CERTIFICATION OF TAXABLE VALUE INSTRUCTIONS

“Principal Authority” is a county, municipality, or independent special district (including water management districts).

“Taxing Authority” is the entity levying the millage. This includes the principal authority, any special district dependent to the principal authority, any county municipal service taxing unit (MSTU), and water management district basins.

Each taxing authority must submit to their property appraiser a DR-420 and the following forms, as applicable:

- DR-420TIF, Tax Increment Adjustment Worksheet
- DR-420DEBT, Certification of Voted Debt Millage
- DR-420MM-P, Maximum Millage Levy Calculation - Preliminary Disclosure

Section I: Property Appraiser

Use this DR-420 form for all taxing authorities except school districts. Complete Section I, Lines 1 through 9, for each county, municipality, independent special district, dependent special district, MSTU, and multicounty taxing authority. Enter only taxable values that apply to the taxing authority indicated. Use a separate form for the principal authority and each dependent district, MSTU and water management district basin.

Line 8

Complete a DR-420TIF for each taxing authority making payments to a redevelopment trust fund under Section 163.387 (2)(a), Florida Statutes or by an ordinance, resolution or agreement to fund a project or to finance essential infrastructure.

Check “Yes” if the taxing authority makes payments to a redevelopment trust fund. Enter the number of DR-420TIF forms attached for the taxing authority on Line 8. Enter 0 if none.

Line 9

Complete a DR-420DEBT for each taxing authority levying either a voted debt service millage (s.12, Article VII, State Constitution) or a levy voted for two years or less (s. 9(b), Article VII, State Constitution).

Check “Yes” if the taxing authority levies either a voted debt service millage or a levy voted for 2 years or less (s. 9(b), Article VII, State Constitution). These levies do not include levies approved by a voter referendum not required by the State Constitution. Complete and attach DR-420DEBT. Do not complete a separate DR-420 for these levies.

Send a copy to each taxing authority and keep a copy. When the taxing authority returns the DR-420 and the accompanying forms, immediately send the original to:

Florida Department of Revenue
Property Tax Oversight - TRIM Section
P. O. Box 3000
Tallahassee, Florida 32315-3000

Section II: Taxing Authority

Complete Section II. Keep one copy, return the original and one copy to your property appraiser with the applicable DR-420TIF, DR-420DEBT, and DR-420MM-P within 35 days of certification. Send one copy to the tax collector. “Dependent special district” (ss. 200.001(8)(d) and 189.403(2), F.S.) means a special district that meets at least one of the following criteria:

- The membership of its governing body is identical to that of the governing body of a single county or a single municipality.
- All members of its governing body are appointed by the governing body of a single county or a single municipality.
- During their unexpired terms, members of the special district's governing body are subject to removal at will by the governing body of a single county or a single municipality.
- The district has a budget that requires approval through an affirmative vote or can be vetoed by the governing body of a single county or a single municipality.

“Independent special district” (ss. 200.001(8)(e) and 189.403 (3), F.S.) means a special district that is not a dependent special district as defined above. A district that includes more than one county is an independent special district unless the district lies wholly within the boundaries of a single municipality.

“Non-voted millage” is any millage not defined as a “voted millage” in s. 200.001(8)(f), F.S.

Lines 12 and 14

Adjust the calculation of the rolled-back rate for tax increment values and payment amounts. See the instructions for DR-420TIF. On Lines 12 and 14, carry forward values from the DR-420TIF forms.

Line 24

Include only those levies derived from millage rates.



CERTIFICATION OF VOTED DEBT MILLAGE

DR-420DEBT
R. 6/10
Rule 12D-16.002
Florida Administrative Code
Effective 11/12

Year : 2025	County : Orange
Principal Authority : City of Winter Park	Taxing Authority : City of Winter Park (2017) - Voted, Debt
Levy Description : City of Winter Park (2017) - Voted, Debt	

SECTION I: COMPLETED BY PROPERTY APPRAISER

1.	Current year taxable value of real property for operating purposes	\$	9,582,988,982	(1)
2.	Current year taxable value of personal property for operating purposes	\$	211,917,486	(2)
3.	Current year taxable value of centrally assessed property for operating purposes	\$	1,805,029	(3)
4.	Current year gross taxable value for operating purposes <i>(Line 1 plus Line 2 plus Line 3)</i>	\$	9,796,711,497	(4)
SIGN HERE	Property Appraiser Certification		I certify the taxable values above are correct to the best of my knowledge.	
	Signature of Property Appraiser :		Date :	
	Electronically Certified by Property Appraiser		6/27/2025 3:00:00 PM	

SECTION II: COMPLETED BY TAXING AUTHORITY

5.	Current year proposed voted debt millage rate	0.2062 per \$1,000	(5)	
6.	Current year proposed millage voted for 2 years or less under s. 9(b) Article VII, State Constitution	-0- per \$1,000	(6)	
SIGN HERE	Taxing Authority Certification		I certify the proposed millages and rates are correct to the best of my knowledge.	
	Signature of Chief Administrative Officer :		Date :	
	Title :	Contact Name and Contact Title :		
	Mailing Address :	Physical Address :		
	City, State, Zip :	Phone Number :	Fax Number :	

INSTRUCTIONS

Property appraisers must complete and sign Section I of this form with the DR-420, *Certification of Taxable Value*, and DR-420S, *Certification of School Taxable Value*, and provide it to all taxing authorities levying a

- Voted debt service millage levied under Section 12, Article VII of the State Constitution or
- Millage voted for two years or less under s. 9(b), Article VII of the State Constitution

Section I: Property Appraiser

Use a separate DR-420DEBT for each voted debt service millage that's levied by a taxing authority. The property appraiser should check the Yes box on Line 9 of DR-420, *Certification of Taxable Value*, or Line 8 of DR-420S, *Certification of School Taxable Value*. The property appraiser should provide the levy description and complete Section I, Lines 1 through 4 of this form, for each voted debt service millage levied.

Enter only taxable values that apply to the voted debt service millage indicated.

Sign, date, and forward the form to the taxing authority with the DR-420.

Section II: Taxing Authority

Each taxing authority levying a voted debt service millage requiring this form must provide the proposed voted debt millage rate on Line 5.

If a DR-420DEBT wasn't received for any

- Voted debt service millages or
- Millages voted for two years or less

contact the property appraiser as soon as possible and request a DR-420DEBT.

Sign, date, and return the form to your property appraiser with the DR-420 or DR-420S.



MAXIMUM MILLAGE LEVY CALCULATION PRELIMINARY DISCLOSURE

For municipal governments, counties, and special districts

DR-420MM-P
R. 5/12
Rule 12D-16.002
Florida Administrative Code
Effective 11/12

Year : 2025		County : Orange	
Principal Authority : City of Winter Park		Taxing Authority : City of Winter Park - Operating	
1.	Is your taxing authority a municipality or independent special district that has levied ad valorem taxes for less than 5 years?	☐ Yes	☒ No (1)
IF YES,  STOP HERE. SIGN AND SUBMIT. You are not subject to a millage limitation.			
2.	Current year rolled-back rate from Current Year Form DR-420, Line 16	3.8697 per \$1,000	(2)
3.	Prior year maximum millage rate with a majority vote from 2023 Form DR-420MM, Line 13	6.7758 per \$1,000	(3)
4.	Prior year operating millage rate from Current Year Form DR-420, Line 10	4.0923 per \$1,000	(4)
If Line 4 is equal to or greater than Line 3, skip to Line 11. If less, continue to Line 5.			
Adjust rolled-back rate based on prior year majority-vote maximum millage rate			
5.	Prior year final gross taxable value from Current Year Form DR-420, Line 7	\$ 9,135,777,666	(5)
6.	Prior year maximum ad valorem proceeds with majority vote (Line 3 multiplied by Line 5 divided by 1,000)	\$ 61,902,202	(6)
7.	Amount, if any, paid or applied in prior year as a consequence of an obligation measured by a dedicated increment value from Current Year Form DR-420 Line 12	\$ 4,857,254	(7)
8.	Adjusted prior year ad valorem proceeds with majority vote (Line 6 minus Line 7)	\$ 57,044,948	(8)
9.	Adjusted current year taxable value from Current Year form DR-420 Line 15	\$ 8,406,053,056	(9)
10.	Adjusted current year rolled-back rate (Line 8 divided by Line 9, multiplied by 1,000)	6.7862 per \$1,000	(10)
Calculate maximum millage levy			
11.	Rolled-back rate to be used for maximum millage levy calculation (Enter Line 10 if adjusted or else enter Line 2)	6.7862 per \$1,000	(11)
12.	Adjustment for change in per capita Florida personal income (See Line 12 Instructions)	1.0451	(12)
13.	Majority vote maximum millage rate allowed (Line 11 multiplied by Line 12)	7.0923 per \$1,000	(13)
14.	Two-thirds vote maximum millage rate allowed (Multiply Line 13 by 1.10)	7.8015 per \$1,000	(14)
15.	Current year adopted millage rate	4.0923 per \$1,000	(15)
16.	Minimum vote required to levy adopted millage: (Check one)		
☒	a. Majority vote of the governing body: Check here if Line 15 is less than or equal to Line 13. The maximum millage rate is equal to the majority vote maximum rate. Enter Line 13 on Line 17.		
☐	b. Two-thirds vote of governing body: Check here if Line 15 is less than or equal to Line 14, but greater than Line 13. The maximum millage rate is equal to adopted rate. Enter Line 15 on Line 17.		
☐	c. Unanimous vote of the governing body, or 3/4 vote if nine members or more: Check here if Line 15 is greater than Line 14. The maximum millage rate is equal to the adopted rate. Enter Line 15 on Line 17.		
☐	d. Referendum: The maximum millage rate is equal to the adopted rate. Enter Line 15 on Line 17.		
17.	The selection on Line 16 allows a maximum millage rate of (Enter rate indicated by choice on Line 16).	7.0923 per \$1,000	(17)
18.	Current year gross taxable value from Current Year Form DR-420, Line 4	\$ 9,791,688,098	(18)

Continued on page 2

Taxing Authority : City of Winter Park - Operating		DR-420MM-P R. 5/12 Page 2	
19.	Current year adopted taxes <i>(Line 15 multiplied by Line 18, divided by 1,000).</i>	\$ 40,070,525	(19)
20.	Total taxes levied at the maximum millage rate <i>(Line 17 multiplied by Line 18, divided by 1,000).</i>	\$ 69,445,589	(20)
DEPENDENT SPECIAL DISTRICTS AND MSTUs			STOP HERE. SIGN AND SUBMIT.
21.	Enter the current year adopted taxes of all dependent special districts & MSTUs levying a millage. <i>(The sum of all Lines 19 from each district's Form DR-420MM-P)</i>	\$ 0	(21)
22.	Total current year adopted taxes <i>(Line 19 plus Line 21).</i>	\$ 40,070,525	(22)
Total Maximum Taxes			
23.	Enter the taxes at the maximum millage of all dependent special districts & MSTUs levying a millage <i>(The sum of all Lines 20 from each district's Form DR-420MM-P).</i>	\$ 0	(23)
24.	Total taxes at maximum millage rate <i>(Line 20 plus Line 23).</i>	\$ 69,445,589	(24)
Total Maximum Versus Total Taxes Levied			
25.	Are total current year adopted taxes on Line 22 equal to or less than total taxes at the maximum millage rate on Line 24? (Check one)	☒ YES ☐ NO	(25)
S I G N H E R E	Taxing Authority Certification		I certify the millages and rates are correct to the best of my knowledge. The millages comply with the provisions of s. 200.065 and the provisions of either s. 200.071 or s. 200.081, F.S.
	Signature of Chief Administrative Officer :		Date :
	Title :	Contact Name and Contact Title :	
	Mailing Address :	Physical Address :	
	City, State, Zip :	Phone Number :	Fax Number :

Complete and submit this form to the Department of Revenue with the completed DR-487, Certification of Compliance, within 30 days of the final hearing.

**MAXIMUM MILLAGE LEVY CALCULATION
PRELIMINARY DISCLOSURE
INSTRUCTIONS**

DR-420MM-P
R.5/12
Page 3

General Instructions

Each of the following taxing authorities must complete a DR-420MM-P.

- County
- Municipality
- Special district dependent to a county or municipality
- County MSTU
- Independent special district, including water management districts
- Water management district basin

Voting requirements for millages adopted by a two-thirds or a unanimous vote are based on the full membership of the governing body, not on the number of members present at the time of the vote.

This form calculates the maximum tax levy for 2024 allowed under s. 200.065(5), F.S. Counties and municipalities, including dependent special districts and MSTUs, which adopt a tax levy at the final hearing higher than allowed under s. 200.065, F.S., may be subject to the loss of their half-cent sales tax distribution.

DR-420MM-P shows the preliminary maximum millages and taxes levied based on your proposed adoption vote. Each taxing authority must complete, sign, and submit this form to their property appraiser with their completed DR-420, Certification of Taxable Value.

The vote at the final hearing and the resulting maximum may change. After the final hearing, each taxing authority will file a final Form DR-420MM, Maximum Millage Levy Calculation Final Disclosure, with Form DR-487, Certification of Compliance, with the Department of Revenue.

Specific tax year references in this form are updated each year by the Department.

Line Instructions

Lines 5-10

Only taxing authorities that levied a 2023 millage rate less than their maximum majority vote rate must complete these lines. The adjusted rolled-back rate on Line 10 is the rate that would have been levied if the maximum vote rate for 2022 had been adopted. If these lines are completed, enter the adjusted rate on Line 11.

Line 12

This line is entered by the Department of Revenue. The same adjustment factor is used statewide by all taxing authorities. It is based on the change in per capita Florida personal income (s. 200.001(8)(i), F.S.), which Florida Law requires the Office of Economic and Demographic Research to report each year.

Lines 13 and 14

Millage rates are the maximum that could be levied with a majority or two-thirds vote of the full membership of the governing body. With a unanimous vote of the full membership (three-fourths vote of the full membership if the governing body has nine or more members) or a referendum, the maximum millage rate that can be levied is the taxing authority's statutory or constitutional cap.

Line 16

Check the box for the minimum vote necessary at the final hearing to levy your adopted millage rate.

Line 17

Enter the millage rate indicated by the box checked in Line 16. If the proposed millage rate is equal to or less than the majority vote maximum millage rate, enter the majority vote maximum. If a two-thirds vote, a unanimous vote, or a referendum is required, enter the proposed millage rate. For a millage requiring more than a majority vote, the proposed millage rate must be entered on Line 17, rather than the maximum rate, so that the comparisons on Lines 21 through 25 are accurate.

**item type**

Action Items Requiring Discussion

meeting date

July 23, 2025

prepared by

Randy Knight, City Manager

approved by

Randy Knight, City Manager

subject

Discussion of Orange County Redistricting

motion | recommendation

Provide directions to Staff on which of the attached proposed redistricting maps the Commission supports.

background

In accordance with the county-wide referendum last year the County is adding two commission districts, bringing the total to 8 District Commissioners. As a result, there is a need to establish new Commission Districts.. The BOCC formed a committee that has been working through numerous redistricting proposals. Attached you will find a map showing the current districts along with 18 proposed maps still under consideration. The committee has 5 more scheduled meetings to reduce the number of proposals and then the BOCC will make a final decision in September.

The committee takes public input at each of its meetings and the next meeting is scheduled for July 30th from 6:00 to 9:00 p.m., which would be an appropriate time for the City of Winter Park to weigh in on which maps we believe combine areas with similar needs and philosophies. When the last redistricting took place, Winter Park was placed in District 5 which stretched from Winter Park to the eastern most part of Orange County. That portion of Orange County is more rural and its needs and priorities are much different than those of Winter Park. Staff believe Winter Park would be better served by a district made up of other more urban areas that are largely built out, like Maitland, Eatonville, College Park, north Orlando and southeast Apopka.

In the attachment entitled "Proposed Orange County Redistricting Maps", each map is named after the person that presented it. For ease of reference, I have added a handwritten number (1-18) in the bottom right-hand corner of each map. Three of the maps have already been approved to be advanced by the committee. Those three are Auffant-1 (page 1), Bagga-2 (page 3) and Washington-2 (page 18). Of these three, staff prefer Washington-2 (page 18) as it groups Winter Park with Maitland, Eatonville, College Park, southeast Apopka and a small

portion of Orlando. The Auffant-1 (page 1) map is not bad but includes portions of Pine Hills instead of the southeast Apopka area. The Bagga-2 (page 3) map includes all of Apopka and cuts out Eatonville and College Park. Given the population of Apopka, one would expect that area might dominate the representation.

Of the 15 other maps still under consideration, the following seem to best align with Winter Park: Callan -1 (page 4), Callan-2 (page 5), Kilshimer-5 (page 13), and Kilshimer-6 (page 14),

alternatives | other considerations

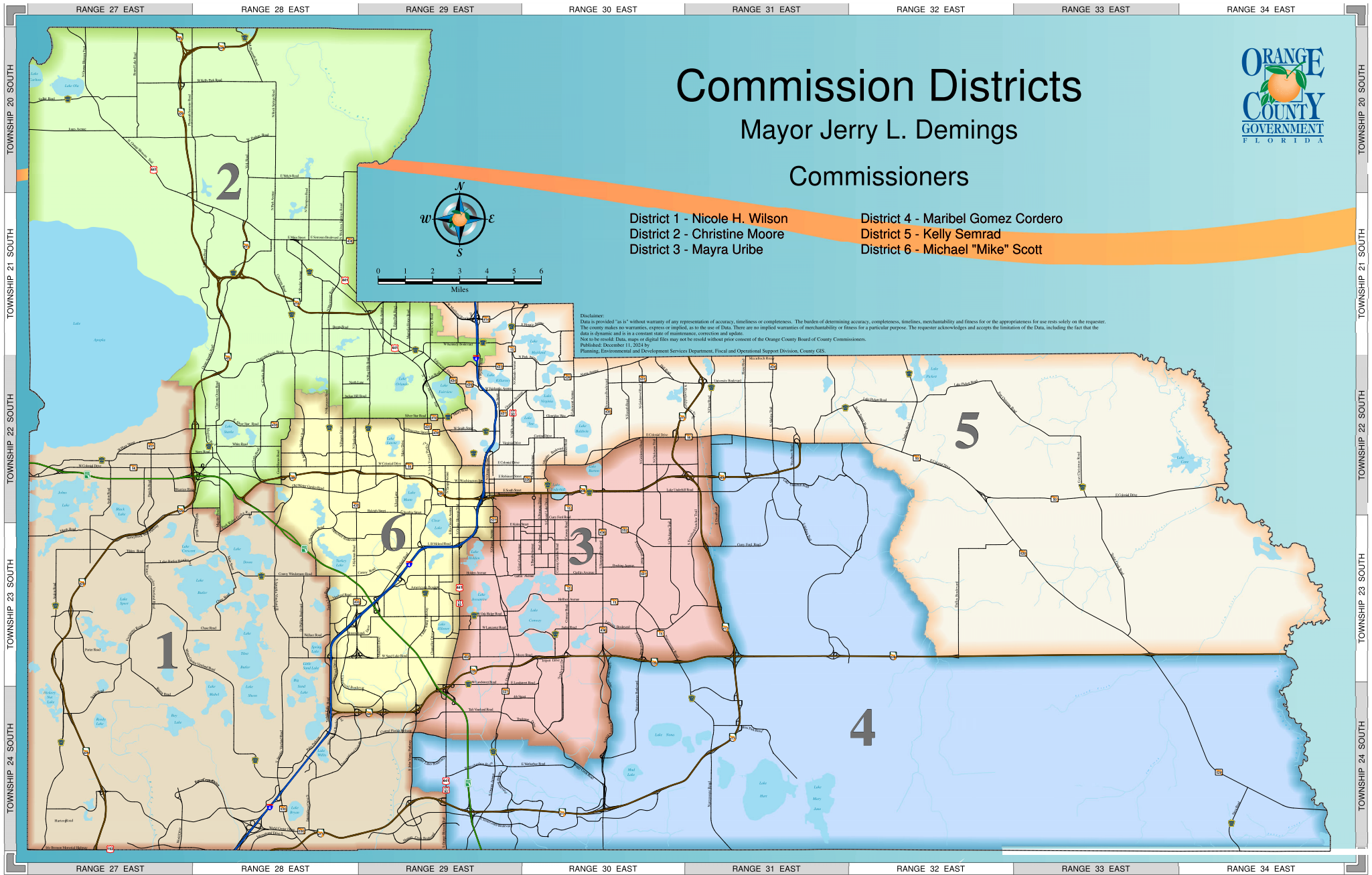
The Commission can choose to support any of the 18 proposals.

fiscal impact

No direct impact.

attachments

1. Commissioner Districts 2024
2. Proposed Orange County Redistricting Maps



Commission Districts

Mayor Jerry L. Demings

Commissioners

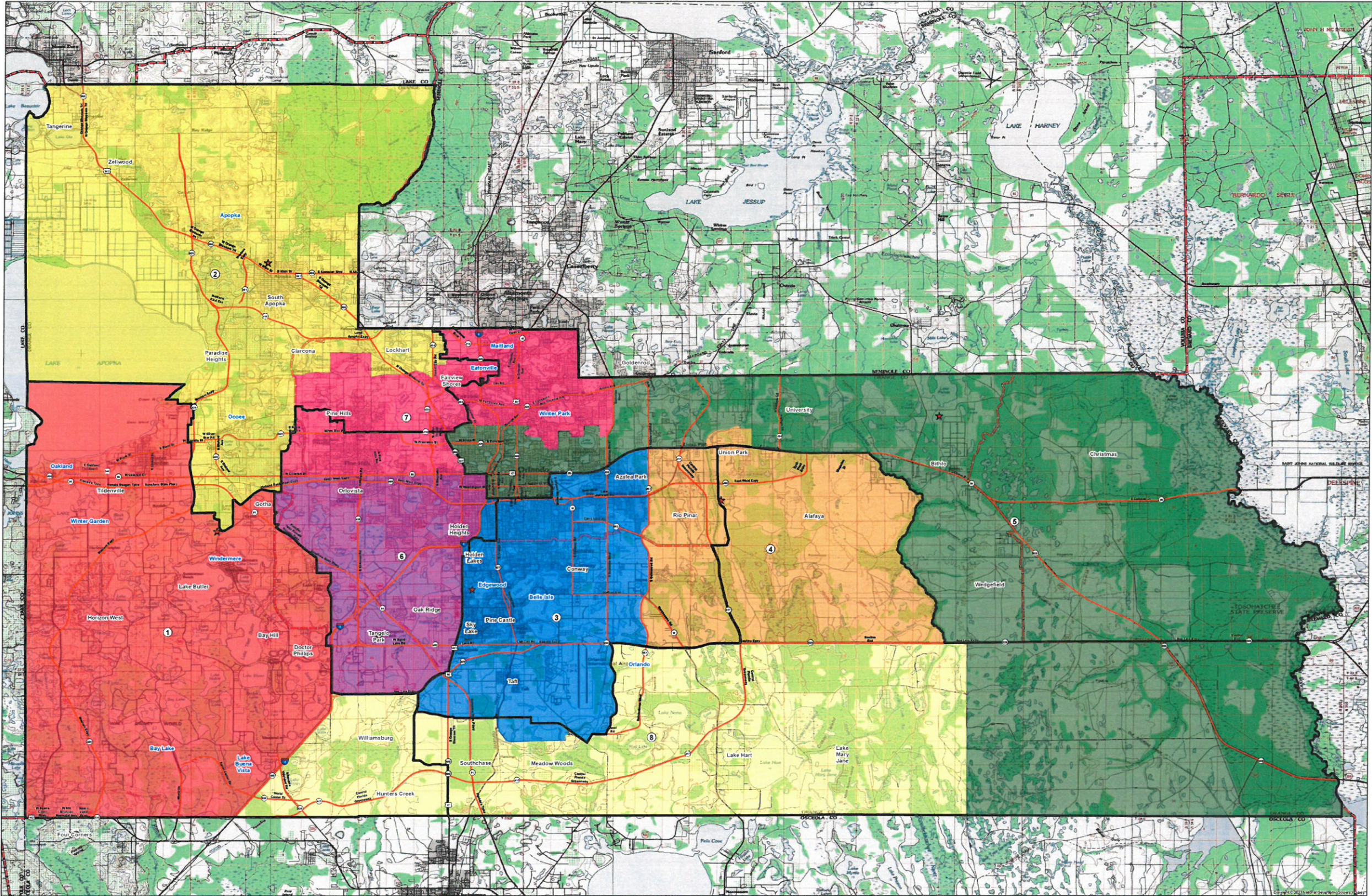
District 1 - Nicole H. Wilson
District 2 - Christine Moore
District 3 - Mayra Uribe

District 4 - Maribel Gomez Cordero
District 5 - Kelly Semrad
District 6 - Michael "Mike" Scott

Disclaimer:
Data is provided "as is" without warranty of any representation of accuracy, timeliness or completeness. The burden of determining accuracy, completeness, timeliness, merchantability and fitness for or the appropriateness for use rests solely on the requester.
The County makes no warranties, express or implied, as to the use of Data. There are no implied warranties of merchantability or fitness for a particular purpose. The requester acknowledges and accepts the limitation of the Data, including the fact that the data is dynamic and is in a constant state of maintenance, correction and update.
Not to be resold. Data, maps or digital files may not be resold without prior consent of the Orange County Board of County Commissioners.
Published: December 11, 2024 by
Planning, Environmental and Development Services Department, Fiscal and Operational Support Division, County GIS.



Map for OCFL-2025-Auffant-1 Submitted May 1st 2025 by Committee Member James Auffant - D5



Legend

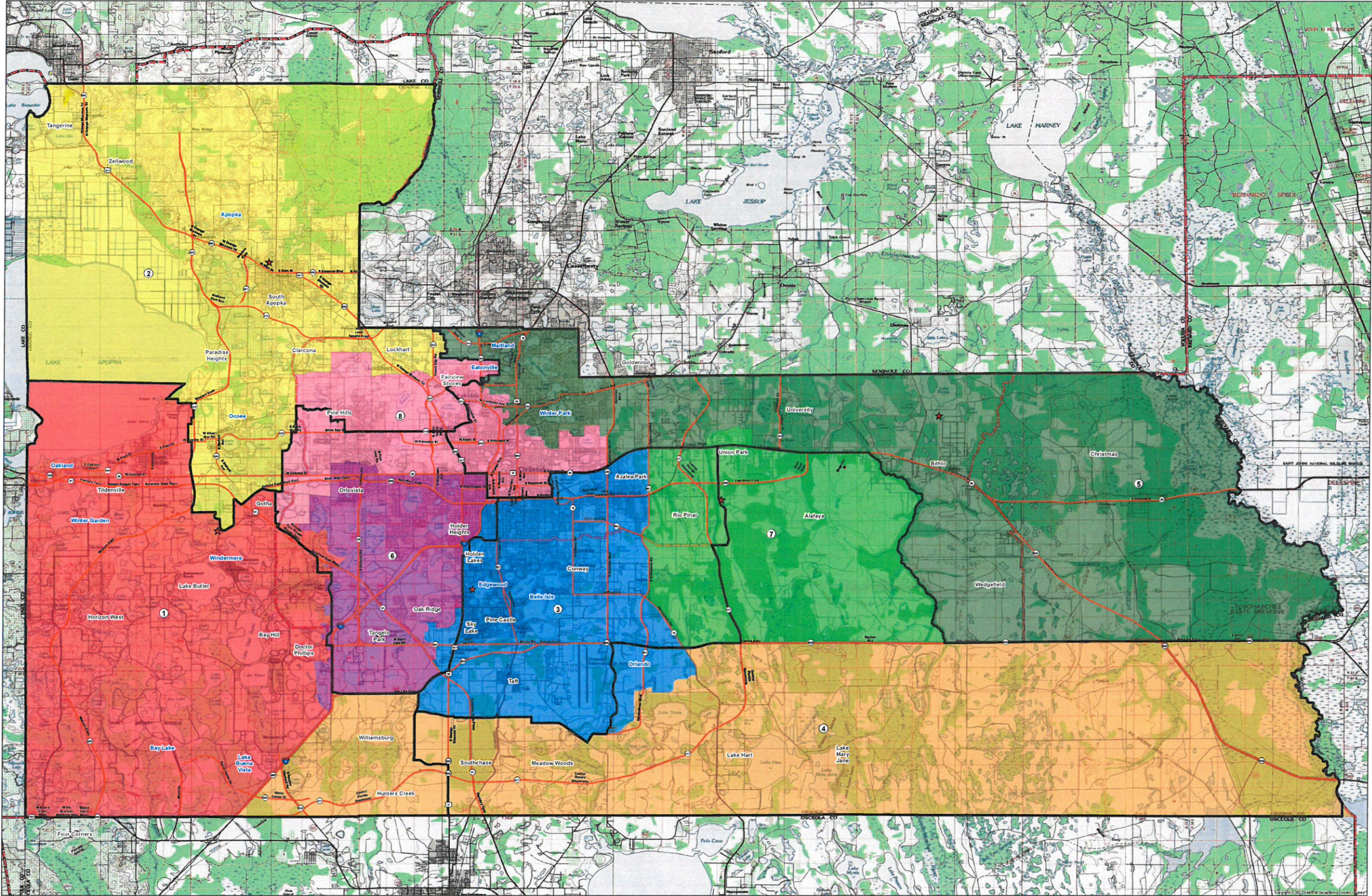
- Congressional Districts
- Current_Districts
- County Commissioners
- Major Roads



0 2.5 5 10 Miles



Map for OCFL-2025-Auffant-2 Submitted June 27 2025 by Pedro Rodriguez,
Sponsored by Committee Member James Auffant - D5



Legend

- Congressional Districts
- Current_Districts
- County Commissioners
- District 1
- District 2
- District 3
- District 4
- District 5
- District 6
- District 7
- District 8
- Major Roads

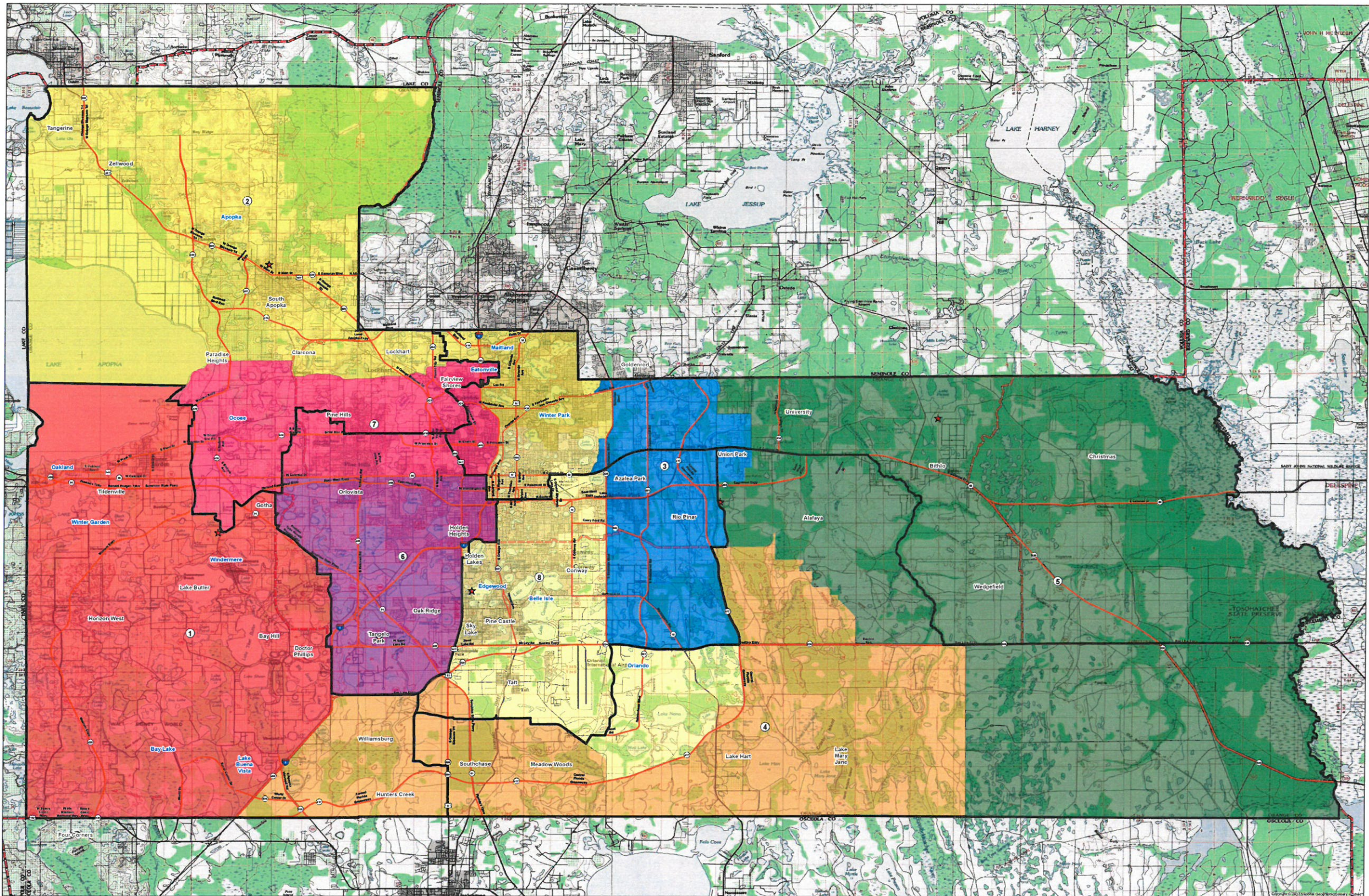


0 2.5 5 10 Miles



2

Map for OCFL-2025-Bagga-2 Submitted June 12 2025 by Committee Member Rishi Bagga - D5



Legend

- Congressional Districts
- Current_Districts
- County Commissioners
- Major Roads

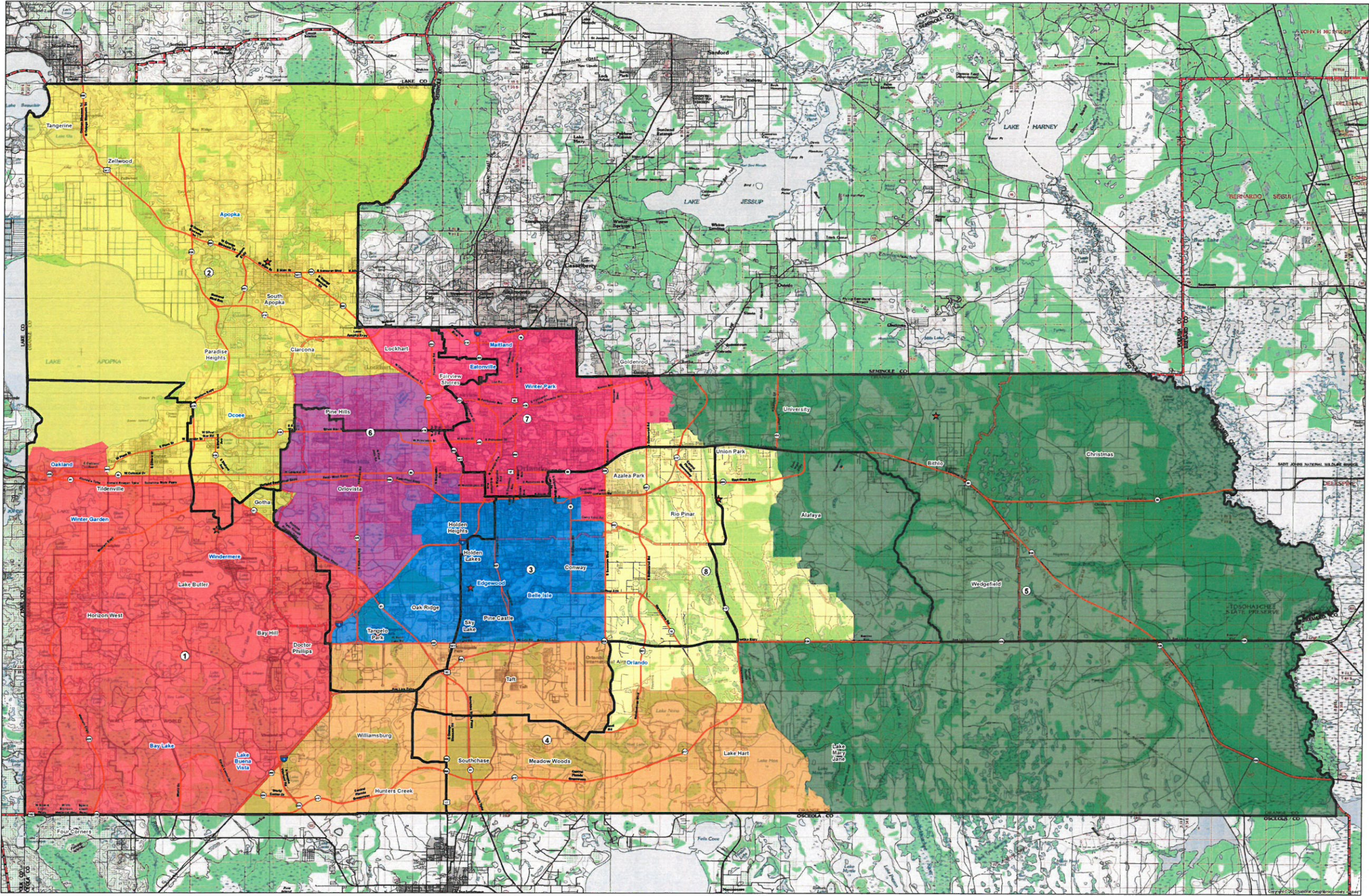


0 2.5 5 10 Miles



3

Map for OCFL-2025-**Callan-1** Submitted June 13 2025 by Committee Member Tom Callan - D3



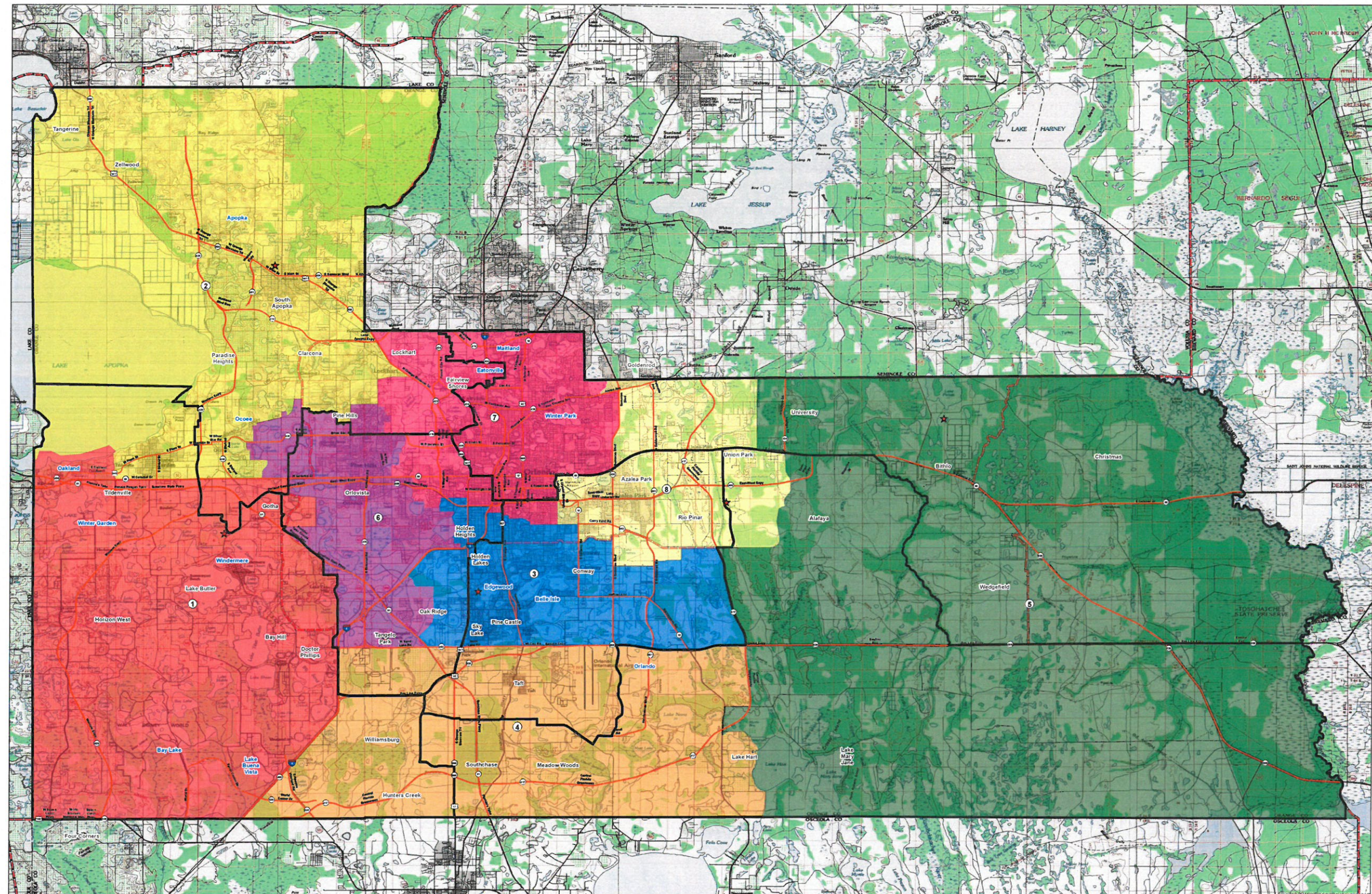
Legend

Congressional Districts	1	4	7
Current_Districts	2	5	8
County Commissioners	3	6	Major Roads



4

Map for OCFL-2025-Callan-2 Submitted June 16 2025 by Committee Member Tom Callan - D3



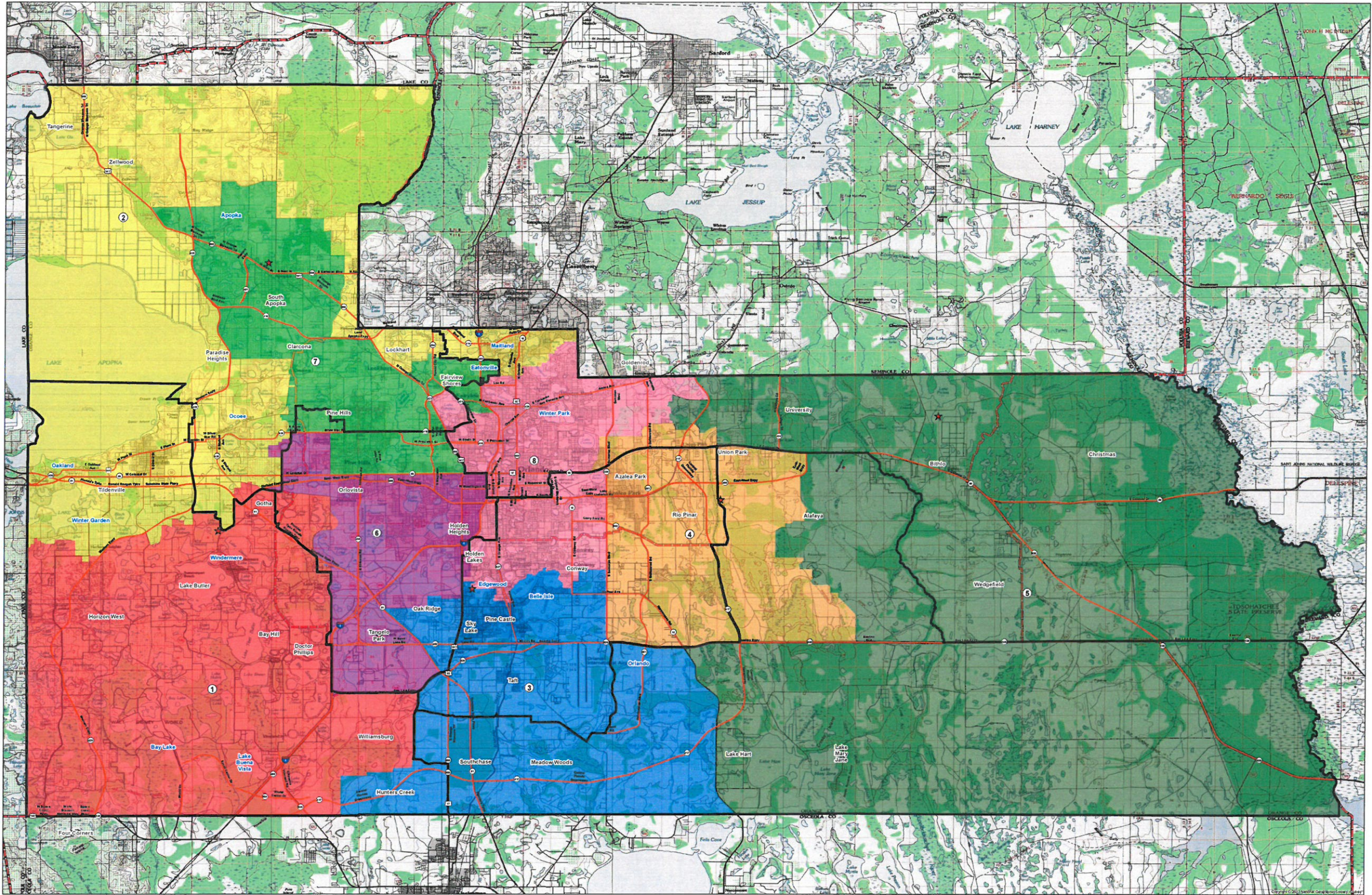
Legend

- Congressional Districts
 - Current_Districts
 - ★ County Commissioners
- | | | |
|---|--|--|
| <div style="display: flex; justify-content: space-around;"> <div style="display: flex; flex-direction: column; align-items: center;"> <div style="width: 15px; height: 15px; background-color: red; margin-bottom: 5px;"></div> <div style="width: 15px; height: 15px; background-color: yellow; margin-bottom: 5px;"></div> <div style="width: 15px; height: 15px; background-color: blue; margin-bottom: 5px;"></div> </div> <div style="display: flex; flex-direction: column; align-items: center;"> <div>1</div> <div>2</div> <div>3</div> </div> </div> | <div style="display: flex; justify-content: space-around;"> <div style="width: 15px; height: 15px; background-color: orange; margin-bottom: 5px;"></div> <div style="width: 15px; height: 15px; background-color: green; margin-bottom: 5px;"></div> <div style="width: 15px; height: 15px; background-color: purple; margin-bottom: 5px;"></div> </div> <div style="display: flex; flex-direction: column; align-items: center;"> <div>4</div> <div>5</div> <div>6</div> </div> | <div style="width: 15px; height: 15px; background-color: pink; margin-bottom: 5px;"></div> <div style="width: 15px; height: 15px; background-color: lightyellow; margin-bottom: 5px;"></div> |
|---|--|--|

7

8

Map for OCFL-2025-DeLaPortilla-1 Submitted June 26 2025 by Committee Member Angel de la Portilla - D2



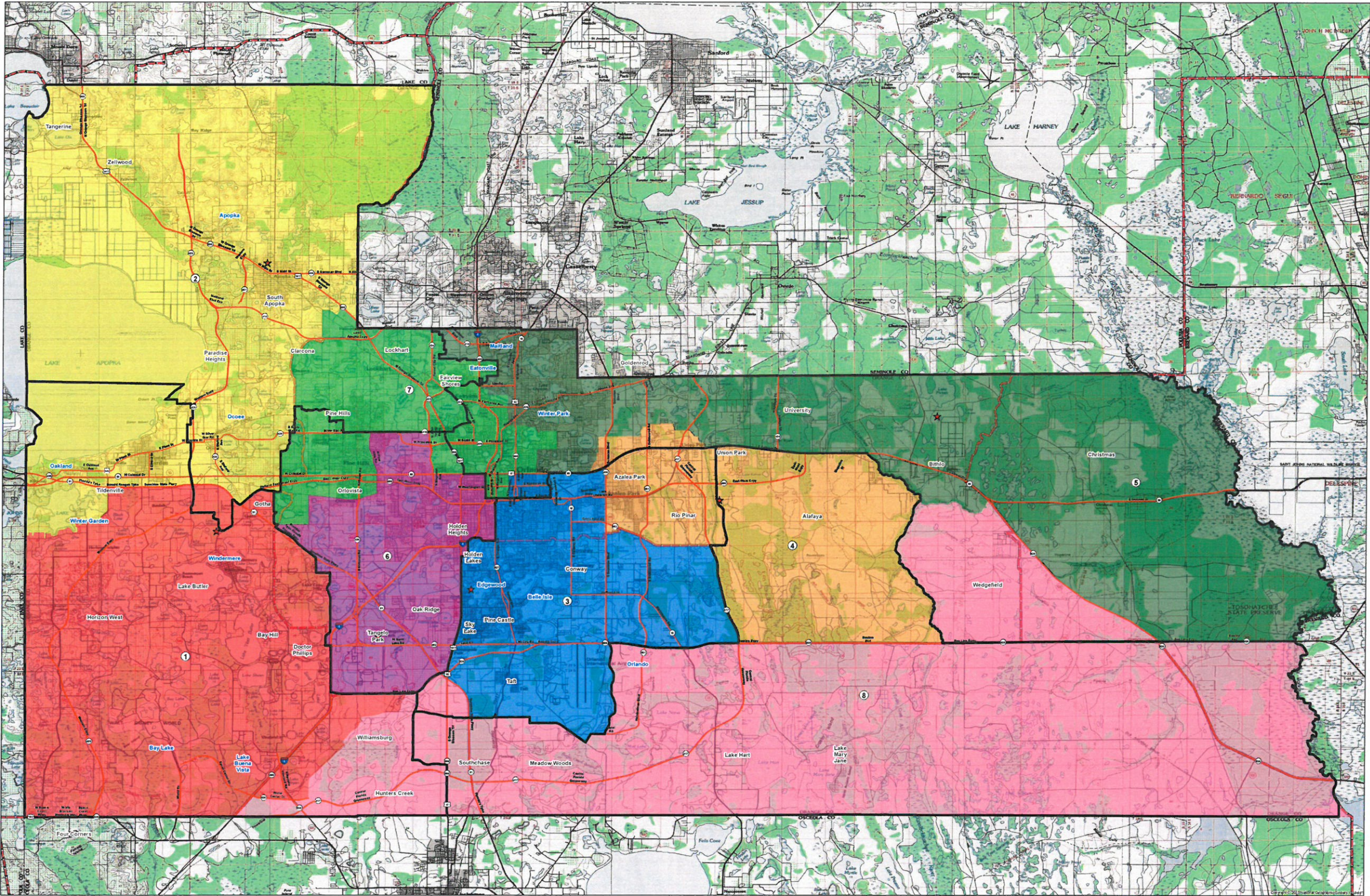
Legend

- Congressional Districts
- Current_Districts
- County Commissioners
- District 1
- District 2
- District 3
- District 4
- District 5
- District 6
- District 7
- District 8
- Major Roads



6

Map for OCFL-2025-Henry-1 Submitted June 17 2025 by Roberta F. Johnson
Sponsored by Committee Member Jason Henry - D6



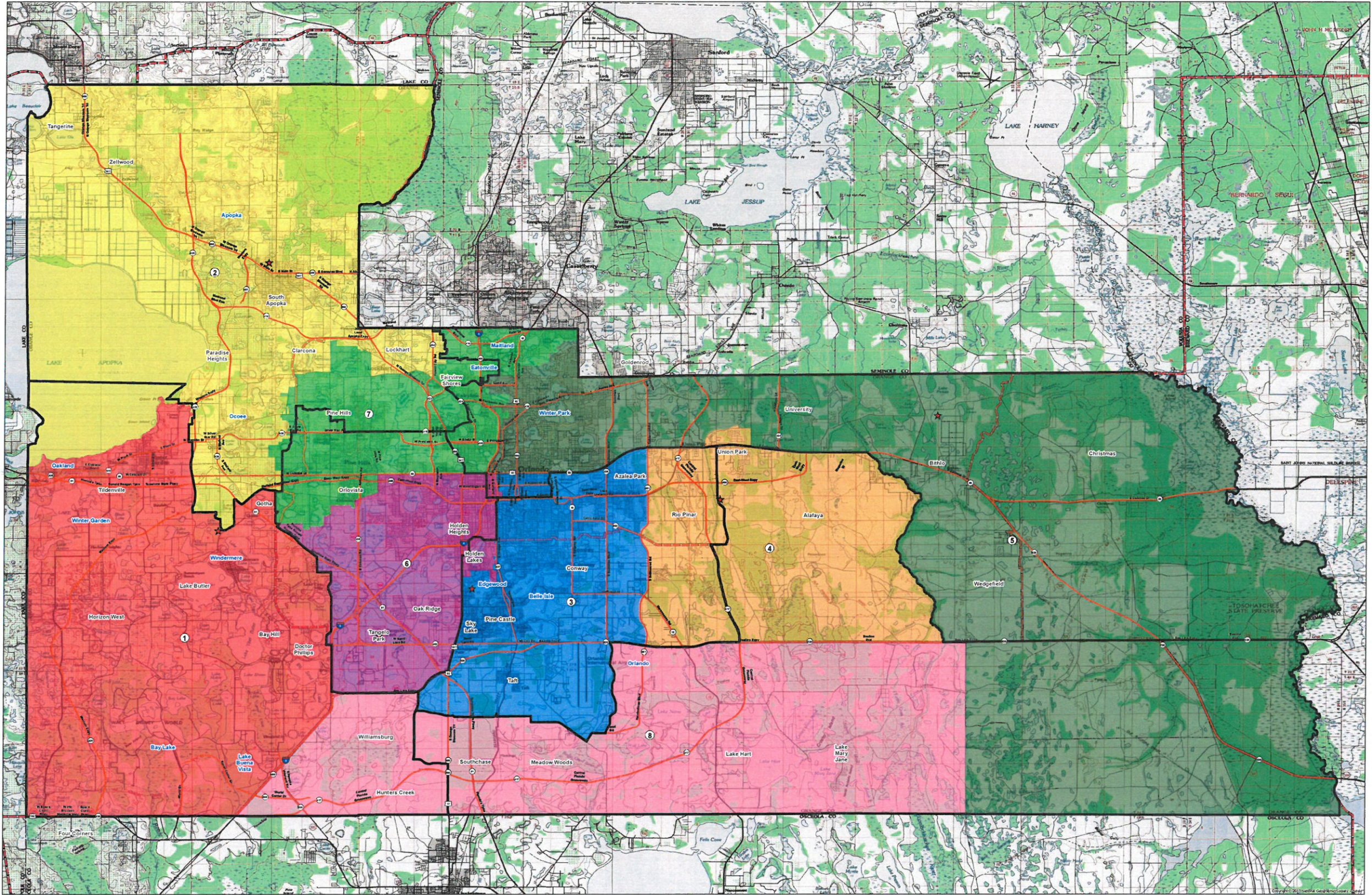
Legend

- Congressional Districts
- Current_Districts
- County Commissioners
- District 1
- District 2
- District 3
- District 4
- District 5
- District 6
- District 7
- District 8
- Major Roads



7

Map for OCFL-2025-Henry-2 Submitted July 3 2025 by Jenni Nguyen,
Sponsored by Committee Member Jason Henry - D6

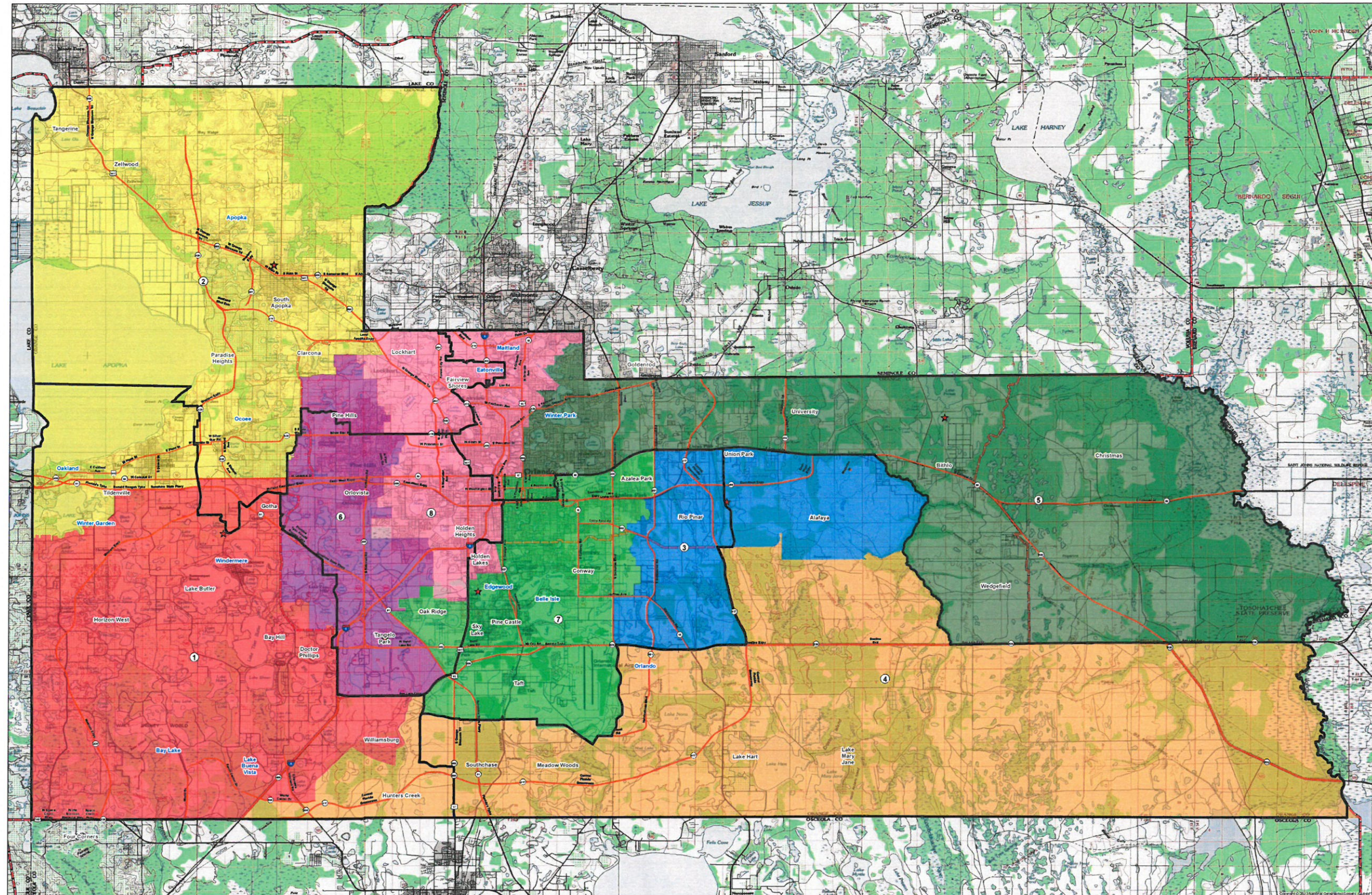


Legend

- Congressional Districts
- Current_Districts
- County Commissioners
- District 1
- District 2
- District 3
- District 4
- District 5
- District 6
- District 7
- District 8
- Major Roads

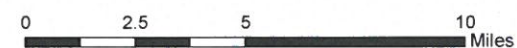


**Map for OCFL-2025-Henry-3 Submitted July 3 2025 by Pine Hills Community Council,
Sponsored by Committee Member Jason Henry - D6**



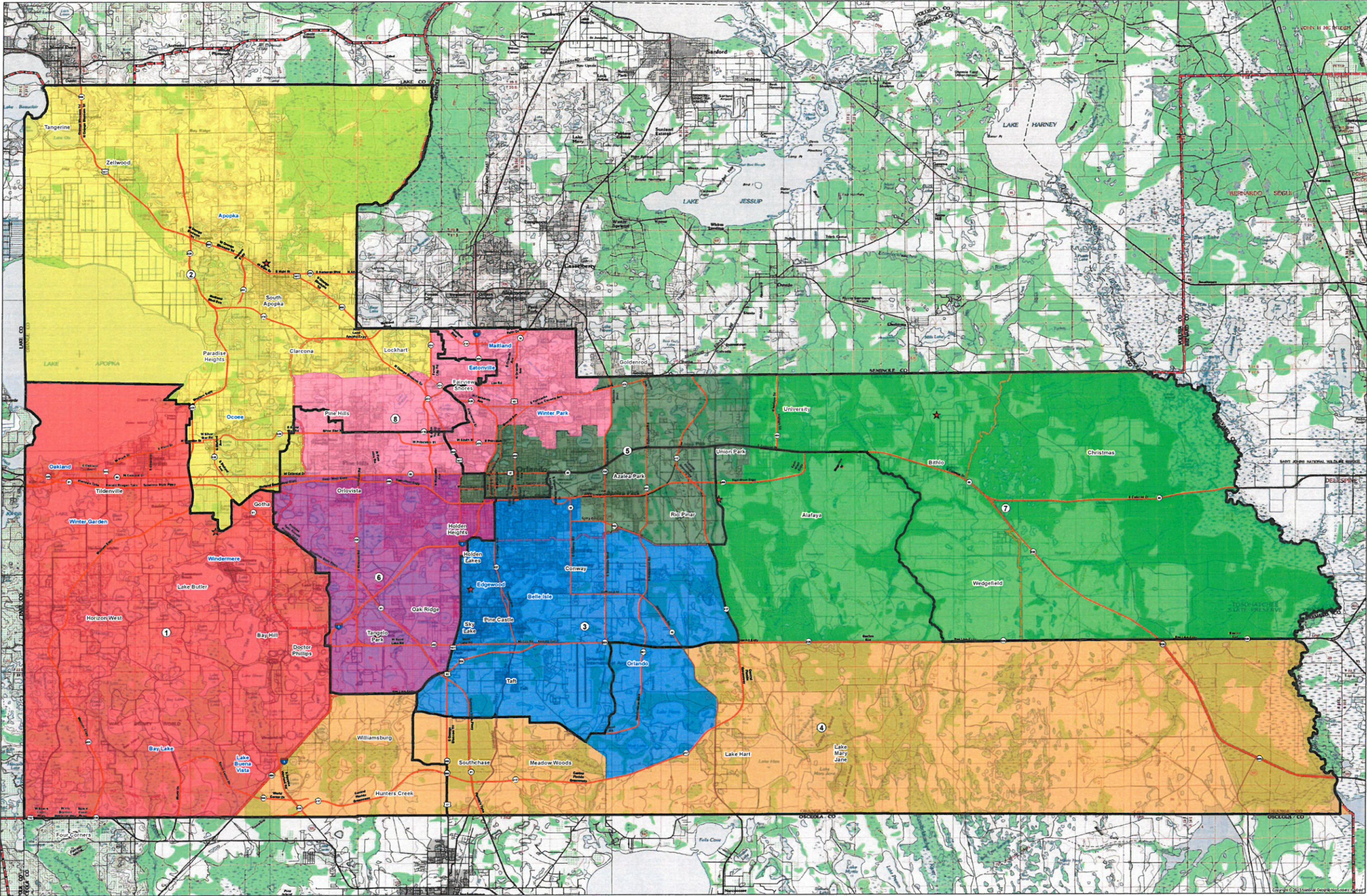
Legend

-  Congressional Districts
  District 1
  District 4
  District 7
-  Current_Districts
  District 2
  District 5
  District 8
-  County Commissioners
  District 3
  District 6
  Major Roads



9

Map for OCFL-2025-Jackson-1 Submitted July 2 2025 by Sarah Hibbs,
Sponsored by Committee Member Erica Jackson - D1



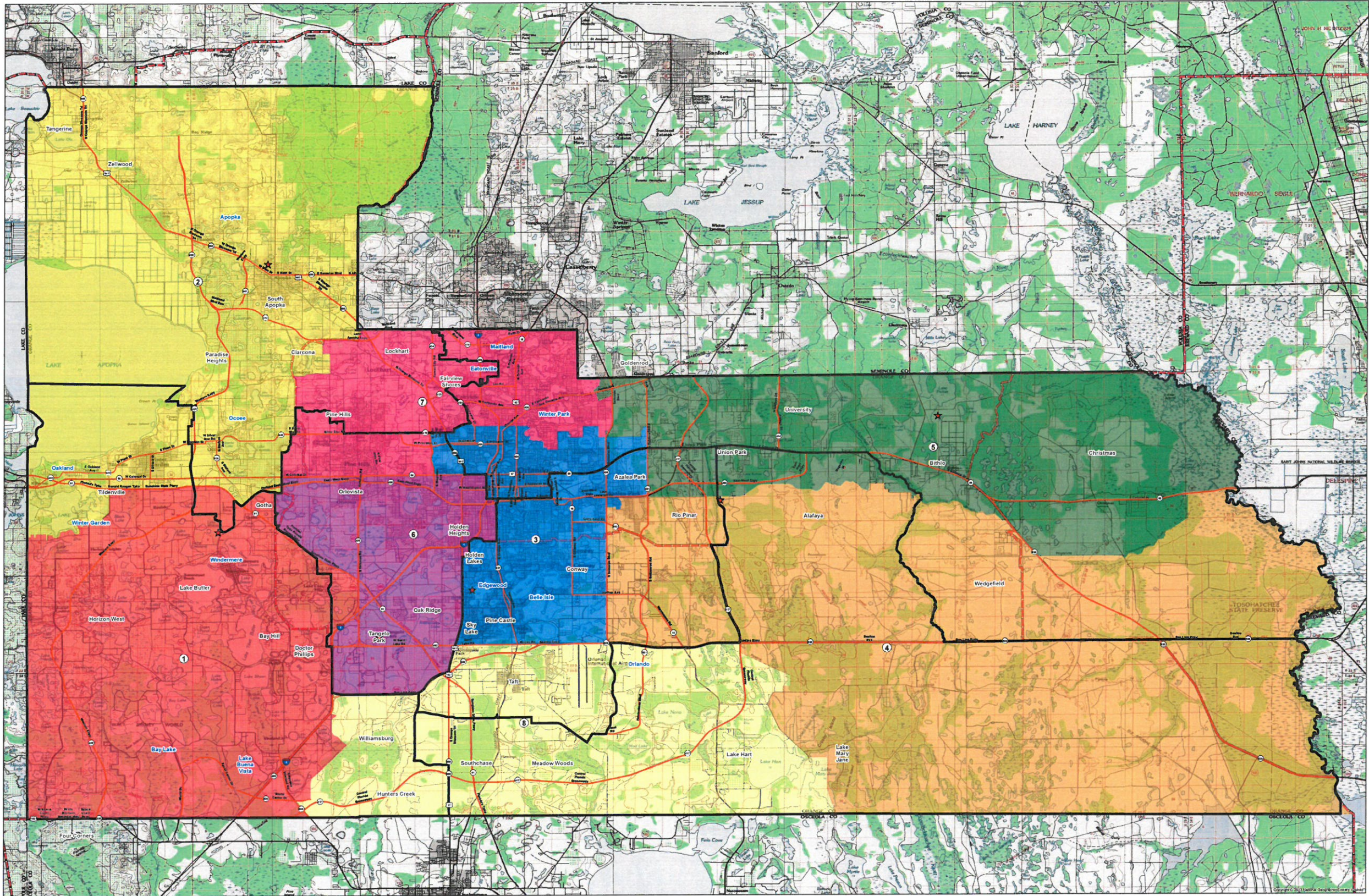
Legend

- Congressional Districts
- Current_Districts
- County Commissioners
- District 1
- District 2
- District 3
- District 4
- District 5
- District 6
- District 7
- District 8
- Major Roads



10

Map for OCFL-2025-Kilsheimer-3 Submitted June 17 2025 by James Hunter,
Sponsored by Committee Member Joe Kilsheimer - D2



- Legend**
- Congressional Districts
 - Current_Districts
 - County Commissioners
 - Major Roads
- | | | | | | | | |
|---|---|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
|---|---|---|---|---|---|---|---|

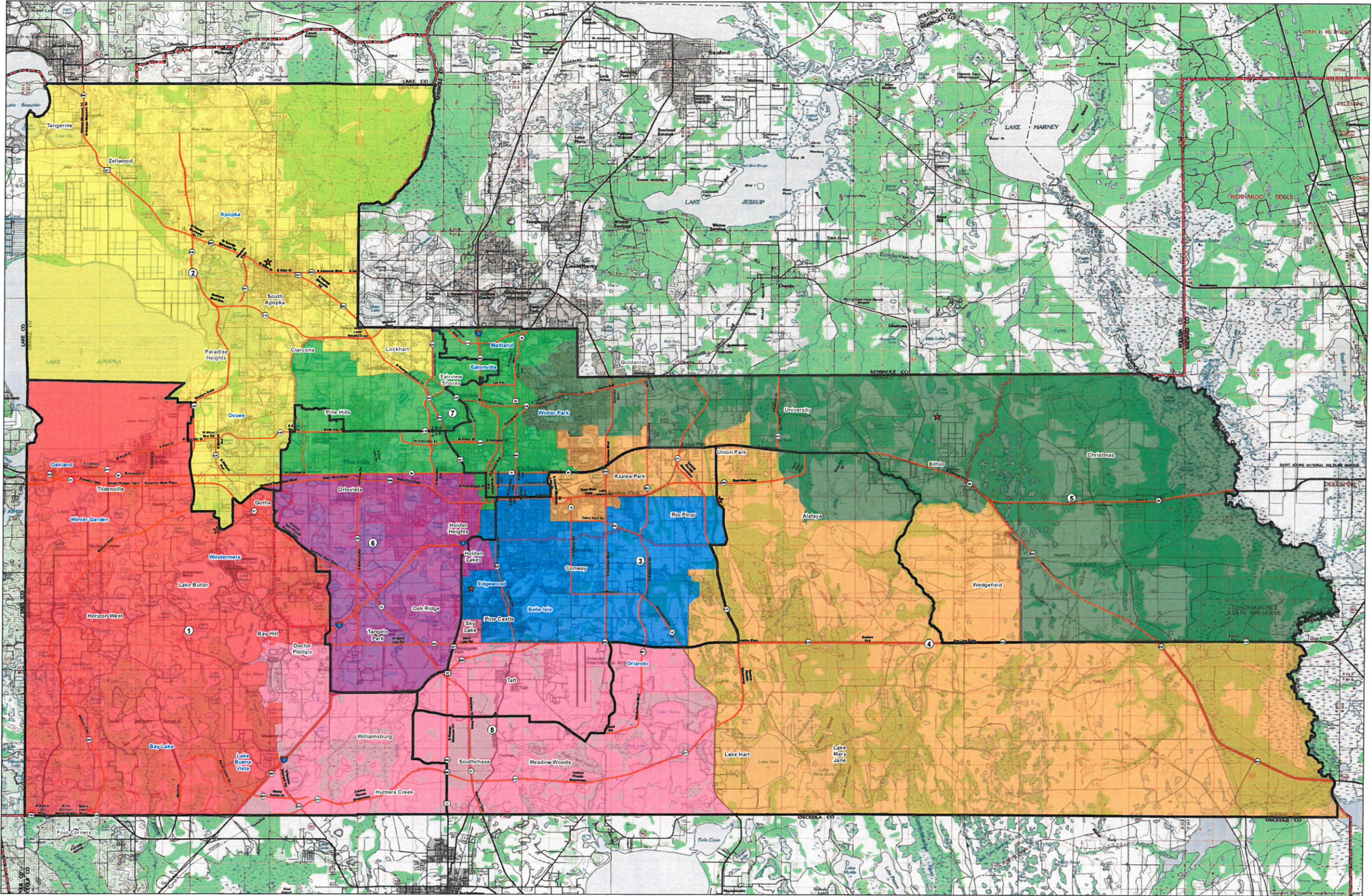


0 2.5 5 10 Miles



11

Map for OCFL-2025-Kilsheimer-4 Submitted June 26 2025 by Vicki Vargo,
Sponsored by Committee Member Joe Kilsheimer - D2



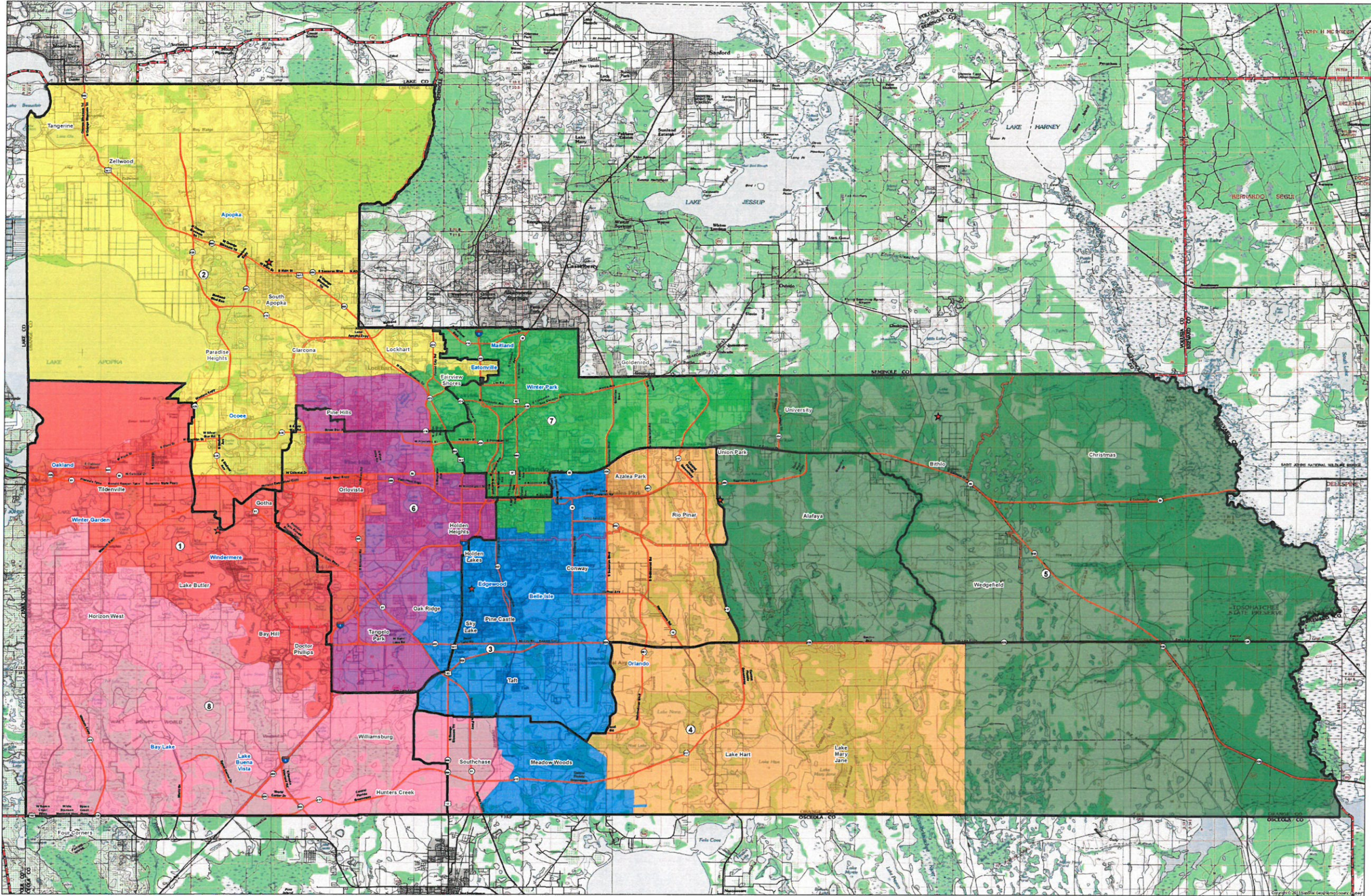
Legend

- Congressional Districts
- Current_Districts
- County Commissioners
- District 1
- District 2
- District 3
- District 4
- District 5
- District 6
- District 7
- District 8
- Major Roads



12

Map for OCFL-2025-Kilsheimer-5 Submitted June 30 2025 by William J. McNarney,
Sponsored by Committee Member Joe Kilsheimer - D2



Legend

- Congressional Districts
- Current_Districts
- County Commissioners
- District 1
- District 2
- District 3
- District 4
- District 5
- District 6
- District 7
- District 8
- Major Roads

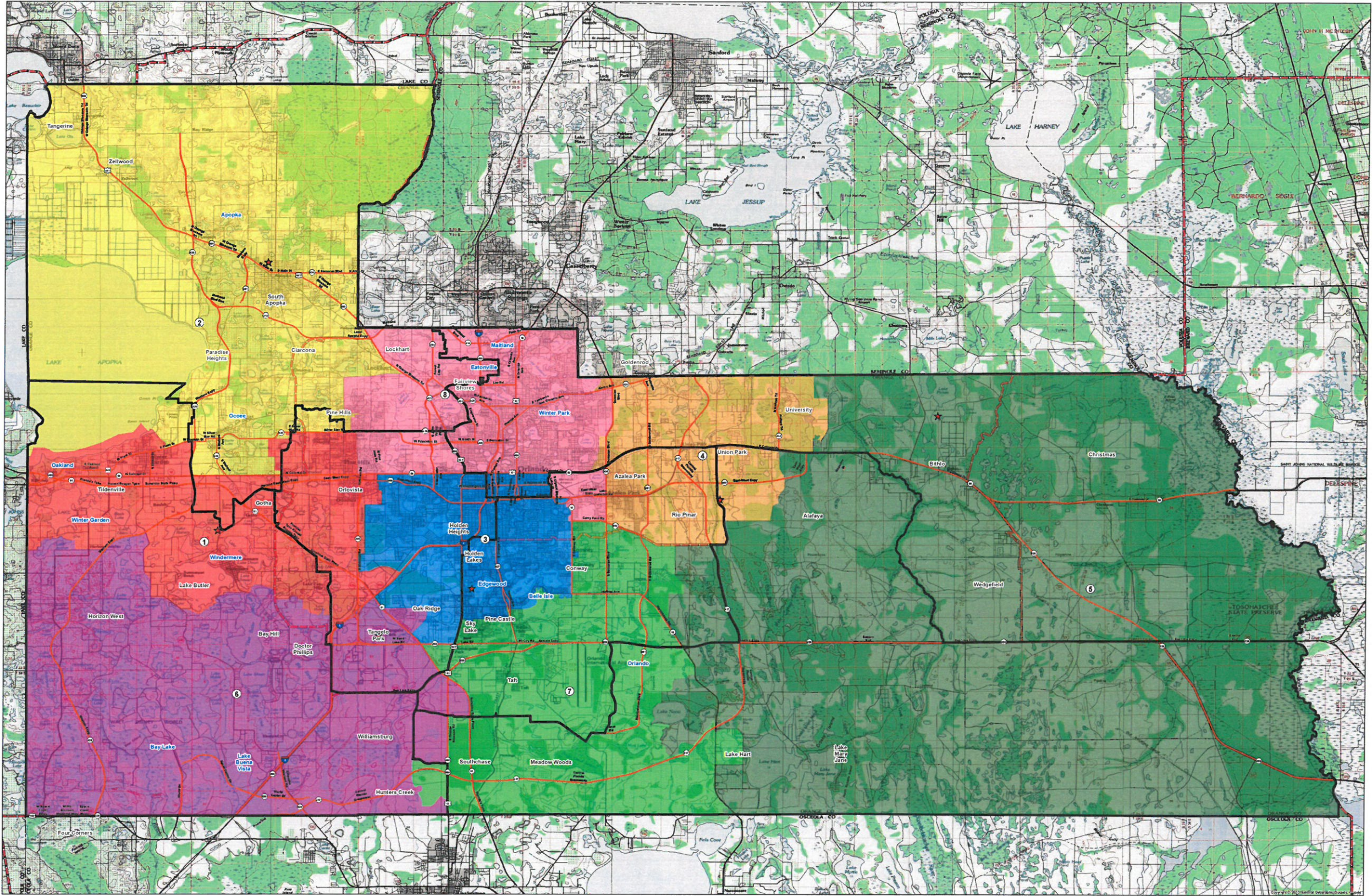


0 2.5 5 10 Miles



13

Map for OCFL-2025-Kilsheimer-6 Submitted July 1 2025 by Preston Ede,
Sponsored by Committee Member Joe Kilsheimer - D2



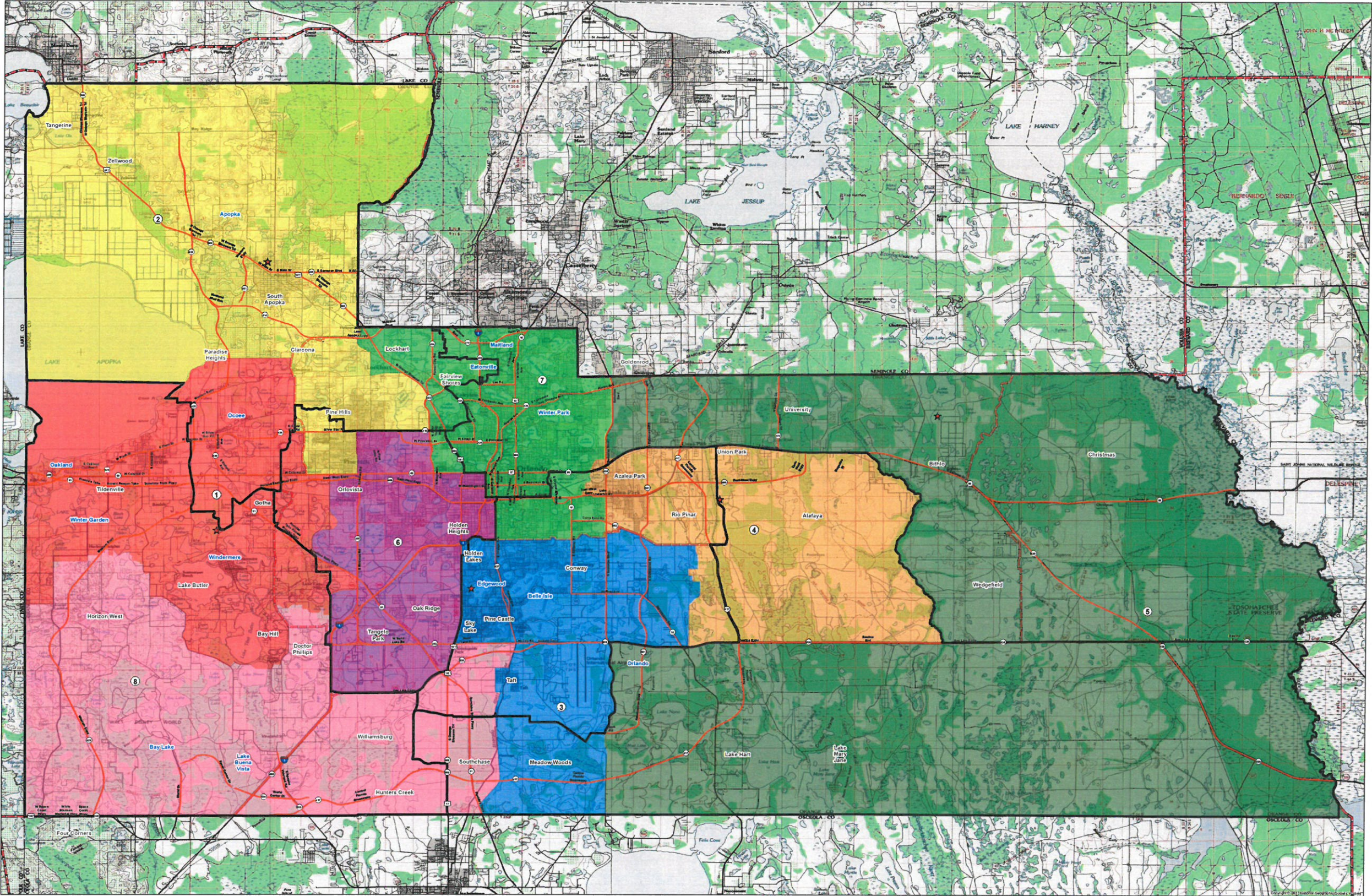
Legend

- Congressional Districts
- Current_Districts
- County Commissioners
- District 1
- District 2
- District 3
- District 4
- District 5
- District 6
- District 7
- District 8
- Major Roads



14

Map for OCFL-2025-Spears-5 Submitted June 30 2025 by Calvin Pham,
Sponsored by Committee Member J. Gordon Spears - D5

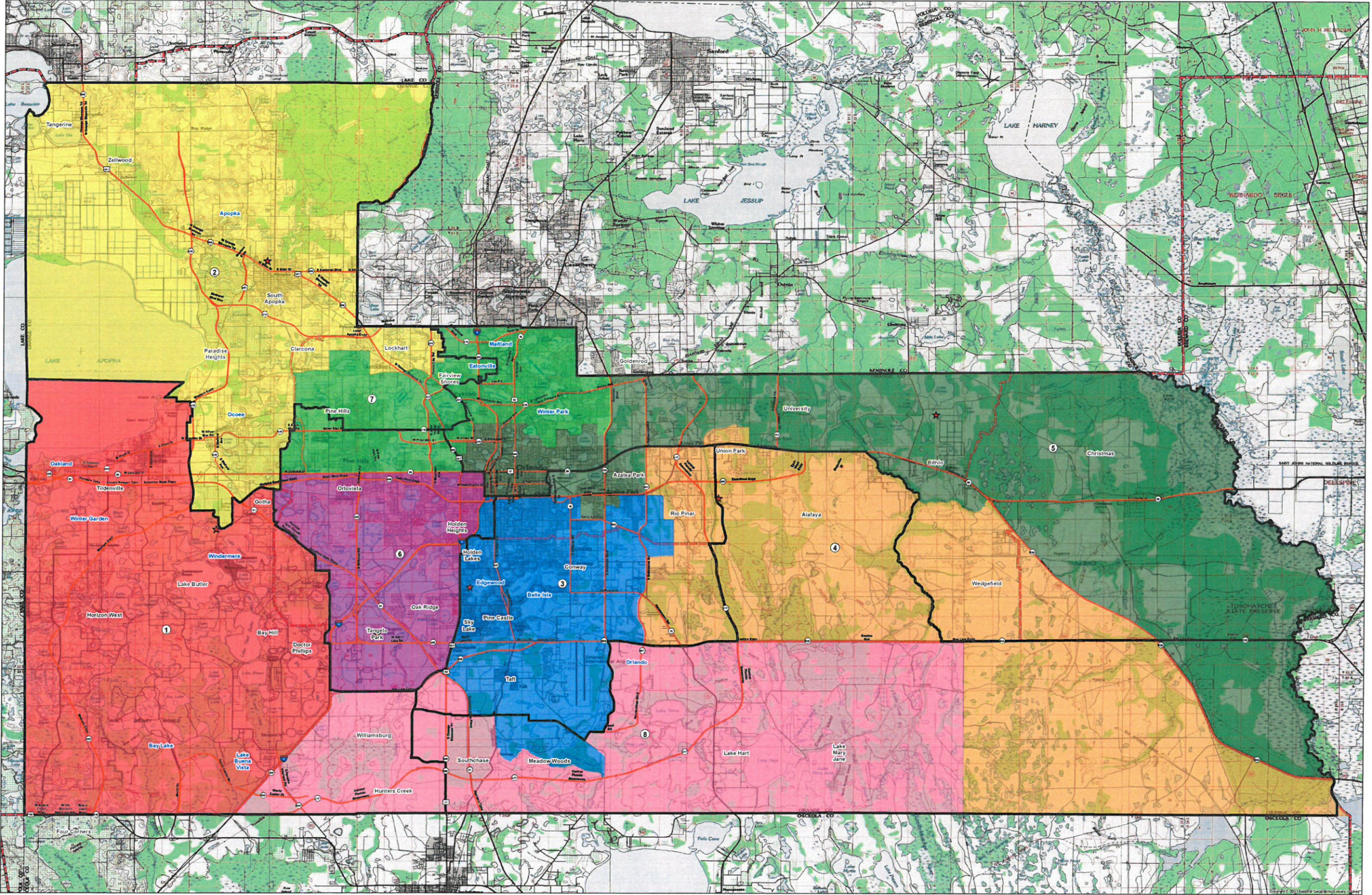


Legend

- Congressional Districts
- Current_Districts
- County Commissioners
- District 1
- District 2
- District 3
- District 4
- District 5
- District 6
- District 7
- District 8
- Major Roads



Map for OCFL-2025-Spears-6 Submitted July 2 2025 by Eugene Stoccardo,
Sponsored by Committee Member J. Gordon Spears - D5



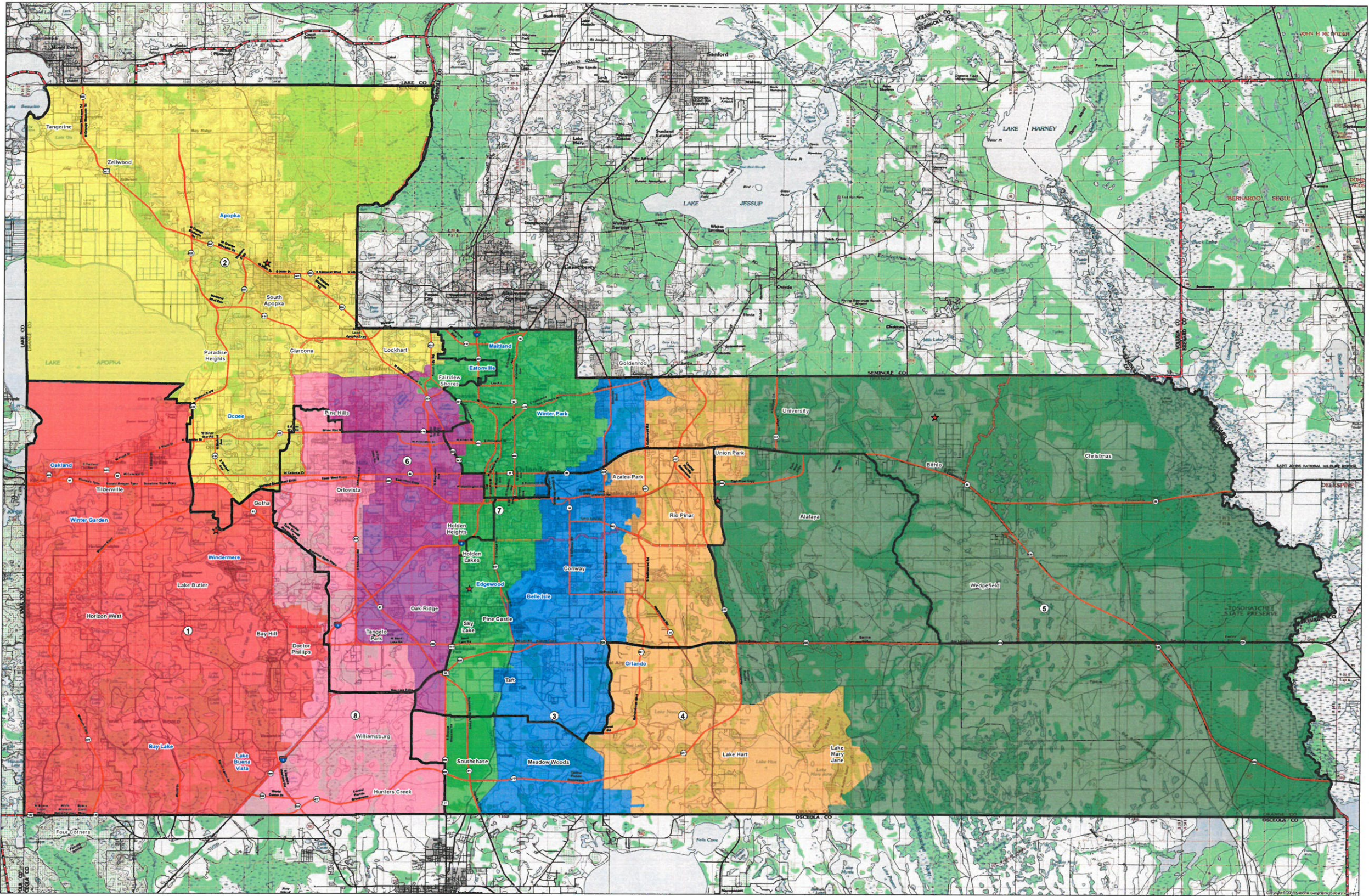
Legend

- Congressional Districts
- Current_Districts
- County Commissioners
- District 1
- District 2
- District 3
- District 4
- District 5
- District 6
- District 7
- District 8
- Major Roads



16

Map for OCFL-2025-Spears-7 Submitted July 2 2025 by Eugene Stoccardo, Sponsored by Committee Member J. Gordon Spears - D5

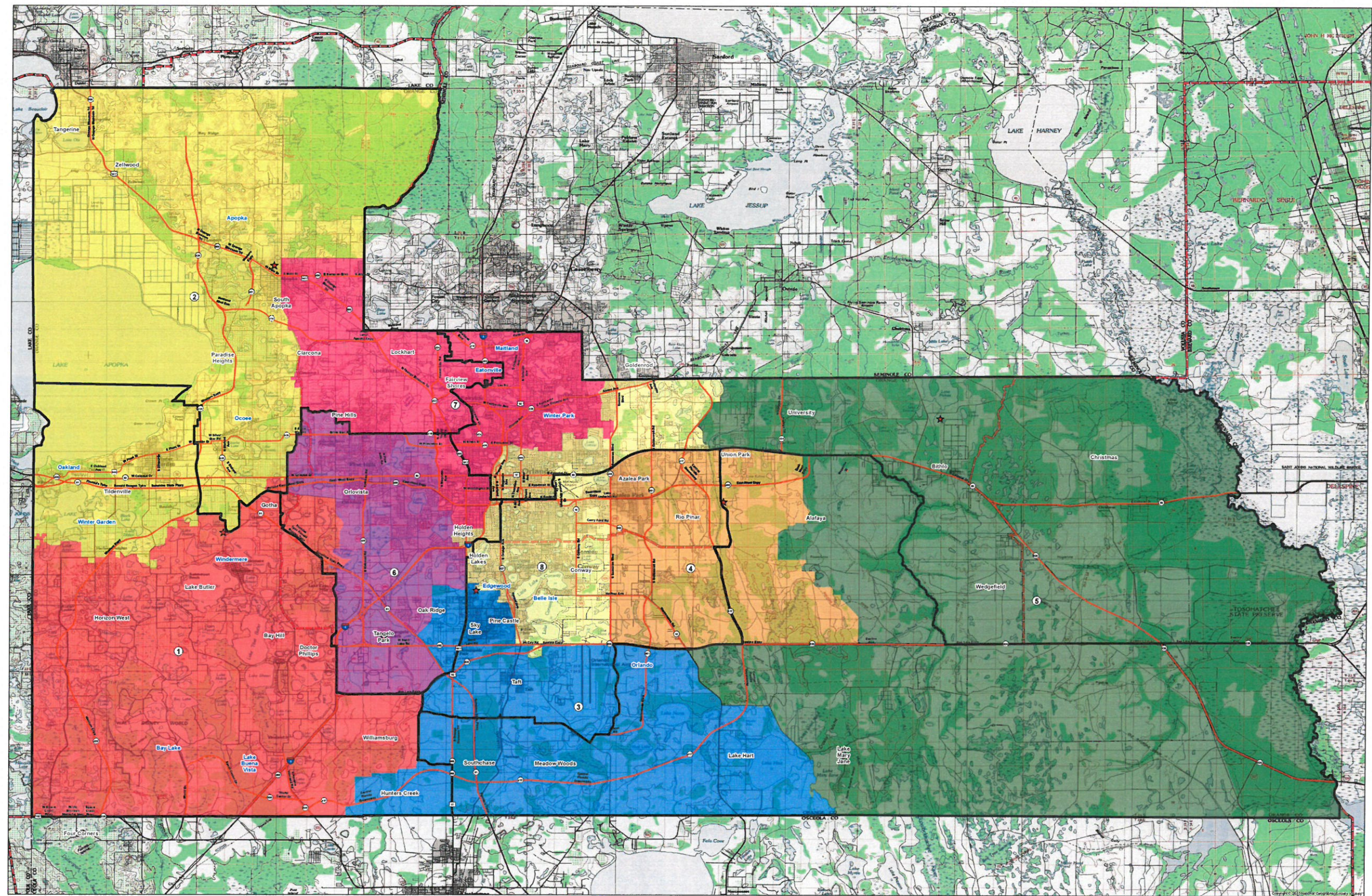


Legend

- Congressional Districts
- Current_Districts
- ★ County Commissioners
- District 1
- District 2
- District 3
- District 4
- District 5
- District 6
- District 7
- District 8
- Major Roads



Map for OCFL-2025-Washington-2 Submitted June 10 2025 by Committee Member David Washington - D4



Legend

Congressional Districts	1	4	7
Current_Districts	2	5	8
County Commissioners	3	6	Major Roads



18

**item type**

Action Items Requiring Discussion

meeting date

July 23, 2025

prepared by

Allison McGillis, Director of Planning and Zoning

approved by

Randy Knight, City Manager

subject

Seven Oaks Park Activation RFP

motion | recommendation

Review and approve RFP prior to issuance

background

At a previous Commission meeting, there was consensus among the Commission to issue an RFP to solicit responses to activate Seven Oaks Park with a new building in the grass area fronting Orange Avenue. The attached RFP was drafted to address this request and incorporates the recently updated Design Guidelines for Orange Avenue and the parameters for development based on the zoning. Once the RFP is issued, respondents have 60 days to submit a response, then an internal review committee will review all of the proposals and bring recommendations to the City Commission for consideration. RFP are not binding and the City Commission has full discretion to reject any and all proposals.

alternatives | other considerations**fiscal impact****attachments**

1. 7 Oaks Activation_Final
2. Exhibit A - 7 Oaks RFP Info
3. Exhibit B - Winter Park Design Standards

RFP DRAFT

Seven Oaks Activation Pad



Aerial of City Owned Land looking north.

I. Summary of Development Opportunity

The City of Winter Park, Florida (the “City”) is seeking Proposals from qualified respondents to partner with the City to activate the city-owned property known as Seven Oaks Park by constructing and operating a village-scale, mixed-use “Building(s)” within the area defined in **Exhibit A**. The Building(s) that will activate the park will constitute the “Project”.

The City’s transformation of this City-owned land and proposed redevelopment will dramatically transform and increase the asset value of this strategic Winter Park gateway as a new cornerstone property for the City and Orange Avenue Overlay. A key aspect of the City’s evaluation for a potential partner will include its response to the following aspects:

- The respondents design and proposed uses of the Building(s), that will facilitate activities and will create a shared synergy within the park.
- The respondent’s understanding and approach to incorporate the City’s Land Development Code requirements;
- The financial value of the ground lease the respondent will pay the City for the rights to construct and operate the Building(s);
- The respondent’s demonstration of its ability to construct and operate the Building(s) under a ground lease;

II. Orange Avenue Overlay Poised for Transformation

PROJECT GOALS

As part of the City’s vision for the Orange Avenue Overlay, Seven Oaks Park was identified by the Commission as a key opportunity to enhance the vibrancy of this vital gateway and benefit the surrounding businesses and neighborhoods. Successfully activating the Park will serve as a critical link, uniting and energizing the Orange Avenue corridor.

The City has expressed three major project goals for the Project as listed below.

1. Nurtures Winter Park’s placemaking brand of integrating nature and village-scale development that is vibrant, innovative, and rooted in the assets of its local residents and businesses. The City expects this redevelopment will respect and grow the quality of the City’s unique attributes and special features of Winter Park while remaining relevant to today’s social gathering places like Foxtail Coffee Co. and Shady Park in Winter Park, Plant Street Market/Brewery in Winter Garden, East End Market in Orlando, and Boxi Park in Lake Nona.

- 2. Supports activation of the new Park.** The City desires that the Project be a destination that includes a complementary mix of small-scale transparent building spaces that connect and extend the park experience with a series of broad and open entrances. The Park, Building(s), Parking, trails and greenways will offer the area a new rendezvous destination increasing Winter Park's inside-outside socially inclusive and purposed public spaces. This can benefit adjacent properties and ensure the park fosters a cohesive social environment that is reflective of Winter Park's community history and identity.
- 3. Generating a financial return for the City.** It is the City's desire to retain ownership of the land in perpetuity. The City expects the Project to generate ground lease revenues from the proposed Building(s) and the activation of the park.

III. Regulatory Framework

ZONING CONTEXT

The property has a future land use plan designation based on the City's newly adopted Orange Avenue Overlay District. High-quality urban design and architecture are required per the City's Guidelines for Seven Oaks Park.

Respondents are encouraged to propose development concepts that are compatible with the adjacent park and surrounding properties, promote active use and public engagement with the park, and meet the standards outlined in the Orange Avenue Overlay (OAO). Proposals should reference [Section 58-83](#) of the Land Development Code, with particular attention to the requirements for Subarea C. The proposed architecture of the Building(s) should conform to the City's Architectural Design Standards attached as **Exhibit B**.

Permitted Uses:

Allowed uses within Subarea C include: bars, taverns, and cocktail lounges (with at least 51% of revenue derived from food sales); bicycle shops; breweries and distilleries (with food service); corner stores (excluding convenience stores); fine arts museums; instruction in fine arts, dance, and music; food halls; health and wellness studios; recreational facilities; restaurants (including fast-casual and fine dining); retail businesses; specialty food and beverage markets; and theaters for film, music, or performing arts.

Subarea C Development Standards:

- Property Size: 3.63 acres
- Base Floor Area Ratio (FAR): 14,813 square feet of gross building size
- Maximum Building Height: 2 stories or 35 feet, including awnings or shade structures
- Setbacks: No side or rear setbacks required. A front setback along Orange Avenue must accommodate a future 17-foot-wide sidewalk and landscape buffer (existing sidewalk width may count toward this requirement)
- Parking: There are 89 parking spaces within the existing surface parking lot, and 32 parallel spaces along the Palmetto Avenue right-of-way. The City will permit 45 of the total parking spaces within the surface lot to be allocated towards the Project. Should additional spaces be necessary to meet the minimum off-street parking requirements for the proposed use, the Respondent will be responsible for identifying and securing the required number of additional spaces.

IV. Evaluation Criteria

Financial Criteria. Includes the feasibility of the financial plan and assumptions, and the ability to secure financing. The financial offer will be evaluated based on the fiscal impact to the City.

1. Financial Feasibility, The financial feasibility of their proposal, all assumptions, a description of how they have will effectively secure and leverage significant funding streams from public and private sources, and their experience in assembling financing packages for mixed-use developments. The following aspects should be included:

- a. *Pro Forma.* Teams must provide a pro forma cash flow for the Buildings for a period lasting through the first ground rent reset or the first 10 years, whichever term is longer, including at a minimum:
 - i. Program and Income Assumptions such as operating revenues and expenses, development costs, and exit assumptions.
 - ii. Source Assumptions such as sources of equity, debt, and subsidies.
 - iii. Use Assumptions including all hard and soft costs.
 - iv. Preliminary Construction and Permanent Financing Assumptions.
 - v. Project Schedule and Timing Assumptions including expected start date, stabilization, and key intermediate milestones.
- b. *Equity and Debt Sources.* Descriptions of equity and debt sources for financing this project. This should include each investor's equity commitment to the project (including letters of commitment), and satisfactory evidence of respondent's ability to secure project debt (including tentative letters of commitment from prospective lenders).
- c. *Construction Costs.* To the extent available, teams should include a general description of all estimated construction costs, including hard and soft costs.
- d. *Tenant and Leasing Approach.* Teams should include their approach to tenancing and leasing the building.

2. Financial Offer, Teams should include a description of their financial offer, including intent to propose a ground lease. This section should include the respondents' proposal for ownership strategy using a ground lease, and where applicable, fair market valuation, land valuation, conversion rate, and desired schedule. Teams should also state their intention to retain a long-term ownership position in the project or sell the developed project to a third party.

- a. *Property Valuation.* In their proposal, respondents are expected to factor how they approached the fair market value. Respondents must provide an explanation in their proposal describing what value they intend to pay in the form of a ground lease for the Buildings land and access to parking portion only. For comparison reasons only, also provide a value if the land were sold for the Buildings and access to parking portion only.
- b. *Ownership & Fees.* The City will consider a flexible payment schedule for a lease.

3. Concept & Vision

Proposed concept and vision for use of the site, preliminary site and floor plans, highlight special features, and parking accommodation.

4. Timetable

Timetable to accomplish proposed objectives.

5. Experience, Innovation, Benefit

Explain how the proposed objective promotes public involvement, enhances community experiences, fosters innovation, or creates opportunities for meaningful community benefit.









DESIGN STANDARDS

Winter Park, Florida

Last Updated: 6.02.2025



TABLE OF CONTENTS

<u>Introduction</u>	<u>03</u>
Architectural Styles	06
Area Boundaries	14
Summary Table	15
Process/Administration	16
Frontage Types	17
Massing and Composition	19
Fenestration	20
Elements and Details	23
Materials, Textures, Color	26
<u>Definitions</u>	<u>27</u>



Introduction

This section provides the intent and background of the design standards provided herein.

The City of Winter Park, through its Planning Department, is working with private property owners in a cooperative effort to preserve and enhance the character and appearance of its Districts and Corridors. This effort is part of a larger program through the City's Beautification Network to establish Winter Park as "The Most Beautiful Urban Village in the South."

The design standards contained within this document apply to the exterior facades of buildings and are required of those properties in the general boundaries shown on the maps on the following pages. The standards address such things as the storefront facades, building massing and components, frontage types, awnings, canopies, building color and materials.

Purpose of the Standards. The standards are based on the positive features of the existing buildings. Their purpose is to ensure compatibility with the neighborhood, and to stimulate creative design solutions while promoting a sense of relatedness among properties. They are also aimed at enhancing the appearance of buildings by promoting a compatible architectural style and facade of each individual building while maintaining the eclectic mix of architectural styles and appearances among different buildings in the downtown area. These standards are also intended as a protection against unsightly, incompatible or outlandish architectural styles or colors that are solely intended to attract attention and visibility rather than conforming to and enhancing the character of the established areas.

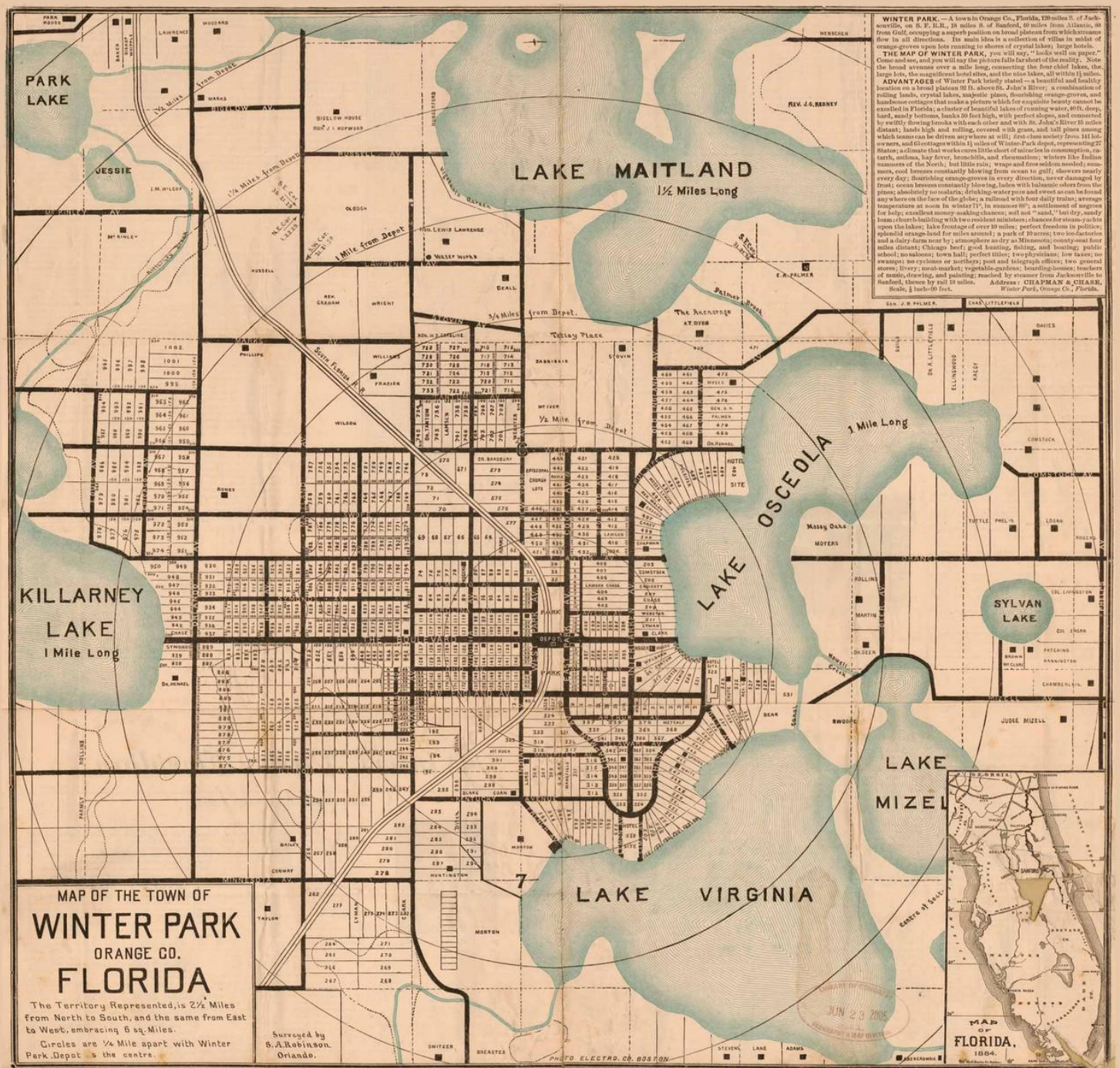
"So long as each architect and each client thinks only of his own building, how individual and how noticeable he can make it, little progress in the total effect can be expected. Architects should be trained to think first of how their building will take its place in the picture already existing. The harmony, the unity which binds the buildings together and welds the whole into a picture, is so much the most important consideration that it should take precedence. Within the limits of this enclosing unity there is plenty of scope for variety, without resorting to that type which destroys all harmony by its blatant shouting."

~Raymond Unwin in *Towns & Town-Making Principles*,
1909



Introduction: Historic Walkability

The historical map included below demonstrates how the original design of Winter Park focuses on a grid pattern of streets that are compact and walkable. In addition to the street grid, the City is designed around the original train depot and a distance radius is included in this map that radiates out from the depot and Central Park. Density and intensity of development were directly related to these radii, which in modern planning practice are used to define “walk-sheds”. For example a ¼ mile radius indicates a 5 minute walk shed. Originally, many of the roadways were intended to terminate into the surrounding lakes in order to preserve lakeviews as a public amenity. Modern day New York Avenue was also designated as West Park Avenue indicating a desire to frame Central Park with a traditional Main Street development on both sides of the park. This design element would be consistent with the defining feature of a “central park”. Later the introduction of Orange Avenue and Fairbanks Ave helped address growing traffic congestion but introduced new physical barriers within the original 6 square miles of historic Winter Park. Coupled with the widening of Orlando Avenue over time, a safe and comfortable walking distance in Winter Park has largely been reduced to the ¼ mile to ½ mile radius. This framework is important in understanding that Winter Park has always been intended to be experienced at the pedestrian scale. As such, building design and architecture must reflect the pedestrian experience.



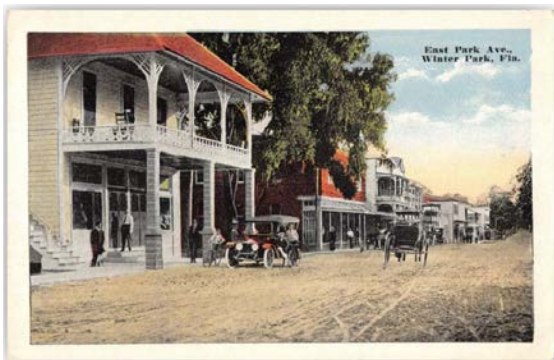
Introduction

This section provides the intent and background of the design standards provided herein.



Conservation of Design. The history of Winter Park is rich in culture, arts and craftsmanship. With its meandering chain of lakes, stately oaks, and historic charm, it has long been a place where natural beauty and architectural excellence are abundant. Founded in the late 19th century as a winter retreat for affluent Northerners, the city quickly became renowned for its Mediterranean Revival and Colonial Revival architecture, which blend harmoniously with the lush landscape. Walking through its historic neighborhoods, experiencing its ancient Oak trees, and driving its brick streets, one can feel the deep sense of place that emerges from the preservation of these timeless designs.

The concept of "Conservation of Design" in Winter Park is more than just protecting old structures; it's about nurturing the soul of the community by guiding future development to reflect the city's historic fabric. This philosophy fosters a dialogue between past and present, ensuring that new designs pay homage to the city's cultural legacy. By encouraging architecture that is both innovative and respectful of Winter Park's historical roots, the city is able to evolve in a way that continues its cultural story. The design standards within this document, are intended to protect Winter Park's history, but also forge a path to make history through compatible urban design and architecture.



Park Avenue during Art Festival, Winter Park, Florida

Section 1: Architectural Styles

These styles reflect and summarize the range of architectural expression that occurs within the established boundaries. There are six (6) broad categories of architectural styles in this section. These architectural styles can be applied with a degree of flexibility. These architectural styles represent only a small portion of the architectural vocabulary appropriate for development within Winter Park. Additional architectural styles and/or individual building precedents beyond the scope of these standards may also be acceptable, provided an architectural narrative and design intent board is provided as described in this document. Some example images shown are larger in scale than the zoning code may permit, these images are intended to demonstrate architectural style, not adherence to zoning requirements.

1.1 Contemporary Mediterranean.

- a. **Origins and Influences:** Combines the formal elegance of Italian Renaissance with elements of Mediterranean Revival, highlighting classical Roman and coastal Mediterranean traditions.
- b. **Key Characteristics:**
 - i. *Roofing:* Low-pitched or hipped roofs with terra-cotta or red barrel tiles.
 - ii. *Walls:* Stucco or stonework, often in light, warm tones.
 - iii. *Windows and Doors:* Symmetrical designs with pediments or arches; sometimes accented with decorative ironwork.
 - iv. *Details:* Columns and pilasters in Tuscan, Ionic, or Corinthian orders, alongside carved stone or tile details.
 - v. *Spaces:* Formal loggias, balconies, and structured courtyards.
- c. **Overall Aesthetic:** Grand, symmetrical, and proportionate, with a balance of classical formality and coastal charm.
- d. **Regional Use:** Ideal for urban settings, resorts, and grand residences in warm climates. Found in Florida, California, and Mediterranean-inspired communities globally.



Section 1: Architectural Styles

1.2 Spanish Revival

- a. **Origins and Influences:** Merges Spanish Colonial simplicity with the eclectic and romantic elements of Spanish Eclectic, drawing on Moorish, Mexican, and regional Spanish traditions.
- b. **Key Characteristics:**
 - i. *Roofing:* Red tile roofs with irregular and curving lines.
 - ii. *Walls:* Stucco exteriors in earthy or white tones, with thick adobe or stone walls where applicable.
 - iii. *Windows and Doors:* Arched doorways and windows, often asymmetrical, with decorative ironwork and vibrant tile surrounds.
 - iv. *Details:* Central courtyards, recessed windows, and irregular massing. Emphasis on vibrant tilework, wood detailing, and ornamental motifs.
- c. **Overall Aesthetic:** Warm, inviting, and detailed, with a romantic, informal charm.
- d. **Regional Use:**
 - i. Common in the American Southwest, California, Florida and warm climates. Frequently used for residential designs, mission-style buildings, and public architecture with a romantic Spanish influence.



Section 1: Architectural Styles

1.3 Main Street Americana

- a. **Origins and Influences:** Rooted in the organic growth of small-town America, this style blends practical and modest elements from various architectural traditions, emphasizing functionality and charm over uniformity.
- b. **Key Characteristics:**
 - i. *Roofing:* A mix of flat roofs with parapets, low-pitched gables, and occasional decorative rooflines.
 - ii. *Walls:* Brick, wood siding, or stucco facades, often accented with painted signs or light trim detailing.
 - iii. *Windows and Doors:* Large storefront windows with transoms on the ground floor; upper floors typically feature simpler double-hung or casement windows. Doors are often recessed or centrally located, with minimal decorative elements.
 - iv. *Details:* Cornices, simple trim, and awnings or canopies. Variations in individual buildings provide character while maintaining a cohesive streetscape.
- c. **Overall Aesthetic:** Eclectic, inviting, and human-scaled, balancing charm with practicality.
- d. **Regional Use:** Common in historic downtown areas and small towns across the U.S., particularly in revitalized districts for mixed-use purposes.



Section 1: Architectural Styles



1.4 Industrial / Chicago Style / Adaptive Reuse

- a. **Origins and Influences:** Developed in the late 19th and early 20th centuries, this style emerged from the industrial and commercial architecture of urban centers like Chicago. It prioritizes functionality, structural expression, and efficient material use. Adaptive reuse revitalizes these utilitarian structures by transforming them into modern mixed-use spaces while preserving their industrial heritage.
- b. **Key Characteristics:**
 - i. **Roofing:** Predominantly flat roofs, often with large, open rooftop spaces adapted for modern use.
 - ii. **Materials:** Exposed brick walls, steel beams, and concrete elements showcase the rugged, utilitarian origins of the style.
 - iii. **Windows:** Large, multi-pane or steel-framed windows maximize natural light and highlight the connection between interior and exterior spaces.
 - iv. **Details:** Utilitarian features such as factory-style doors, industrial hardware, and minimalist finishes reflect the building's industrial roots.
- c. **Overall Aesthetic:** Raw, functional, and stylish, combining rugged historical elements with modern simplicity. This style juxtaposes aged materials with contemporary finishes to create spaces that are both practical and visually striking.
- d. **Regional Use:** Initially prominent in cities with significant industrial histories, such as Chicago, New York, and Detroit. Today, it is globally popular in urban revitalization projects, often found in mixed-use developments, loft apartments, offices, and cultural venues.



Section 1: Architectural Styles



1.5 Art Deco

- a. **Origins and Influences:** Emerging in the 1920s and 1930s, Art Deco draws inspiration from industrialization, ancient cultures, and the Machine Age. It emphasizes modernity, luxury, and geometric design.
- b. **Key Characteristics:**
 - i. *Roofing:* Flat or stepped roofs, often adorned with decorative parapets or spire-like elements for visual emphasis.
 - ii. *Walls:* Smooth stucco, concrete, or stone exteriors, often accented with bold geometric patterns, vertical grooves, or ornamental details.
 - iii. *Windows and Doors:* Symmetrical or ribbon-style windows with metal frames; doors often feature bold frames, or stylized motifs like sunbursts or chevrons.
 - iv. *Details:* Geometric ornamentation, including zigzags, chevrons, and stylized floral or animal motifs. Polished metals, intricate grillwork, and terrazzo flooring are common.
- c. **Overall Aesthetic:** Sleek, dynamic, and bold, Art Deco balances clean lines with decorative richness, creating an impression of glamour and innovation.
- d. **Regional Use:** Prominent in urban centers like New York, Miami, and Chicago, often seen in theaters, skyscrapers, public buildings, and historic districts undergoing revitalization. Today, it remains a defining feature of 20th-century modernist design worldwide.



Section 1: Architectural Styles



1.6 Modern and Mid-Century Modern

- a. **Origins and Influences:** Modern architecture emerged at the end of the 19th century from revolutions in technology, engineering, and building materials, and from a desire to break away from historical architectural styles and invent something that was purely functional and new. Form follows function: buildings are designed primarily to serve their intended purpose with minimal unnecessary details.
- b. **Key Characteristics:**
 - i. **Roofing:** Flat roofs are a defining feature of modern architecture, contributing to a sleek or geometric appearance.
 - ii. **Walls:** Concrete, steel, and glass are commonly used in modern architecture.
 - iii. **Windows and Doors:** Large windows and strategic design maximize the use of natural light.
 - iv. **Details:** The "less is more" approach minimizes unnecessary elements and focuses on essential design components.
- c. **Overall Aesthetic:** Modern architecture prioritizes clean, straight lines and smooth surfaces, avoiding excessive ornamentation.
- d. **Regional Use:** Modern architecture is centered in major cities like New York, Los Angeles, and Chicago. Prominent examples of modern architecture in the United States include the Guggenheim Museum, the Seagram Building, the Farnsworth House, the Eames House, the Kaufmann Desert House, and the Gropius House.



Contemporary Architecture

1.7 Contemporary Architecture

- a. **Origins and Influences:** Contemporary architecture is not tied to a specific time period but rather reflects the design trends, technologies, and social values of the present moment. Because contemporary architecture is constantly changing, it resists rigid definition and instead represents an ongoing exploration of form, function, and materiality.
- b. **Key Characteristics:**
 - i. **Roofing:** Varies widely—can include flat, sloped, or green roofs depending on the design intent and environmental considerations.
 - ii. **Walls:** A diverse mix of materials including steel, glass, wood, concrete, recycled content, and innovative composites; emphasis is often on texture, sustainability, and contrast.
 - iii. **Windows and Doors:** Often expansive, with a focus on blurring interior and exterior spaces and enhancing natural light.
 - iv. **Details:** Asymmetry, unconventional forms, and cutting-edge technologies are embraced. Ornamentation may be subtle or boldly experimental, depending on the narrative of the project.
- c. **Overall Aesthetic:** Contemporary architecture emphasizes innovation, openness, and adaptability. It can range from minimalist to sculptural, but always seeks to reflect the spirit of the time and place.



Figure 1.1 Inspirational Imagery

The following images are intended to provide examples of appropriate design.



Arches and ornamentation are used to invoke a sense of architectural style in a building that is otherwise "square".



In this image the ground floor transparency is higher than the upper floors, the shutter and awning colors are coordinated and the interior courtyard creates a meaning articulation in the building.



Awnings or roof overhangs with brackets create a pedestrian scale in architecture.



The building on the left ties the horizontal expression line into a balcony feature and suggests arched columns in the framing of its windows and doors. On the right, the one story building combines ornate pilasters, bracketed overhangs and a pitched roof accent which allows for a taller one-story building to feel less imposing.



Multiple buildings with a diversity of materials, awning colors, and decorative lighting can feel "cohesive" when the height and scale of such elements is coordinated.

Cantilevered porches can add depth to a facade. A "heavier" base material on the first floor can emphasize pedestrian scale and allow for a more pronounced horizontal expression line.



Figure M. Area Boundaries

This section provides the intent and background of the design standards provided herein.

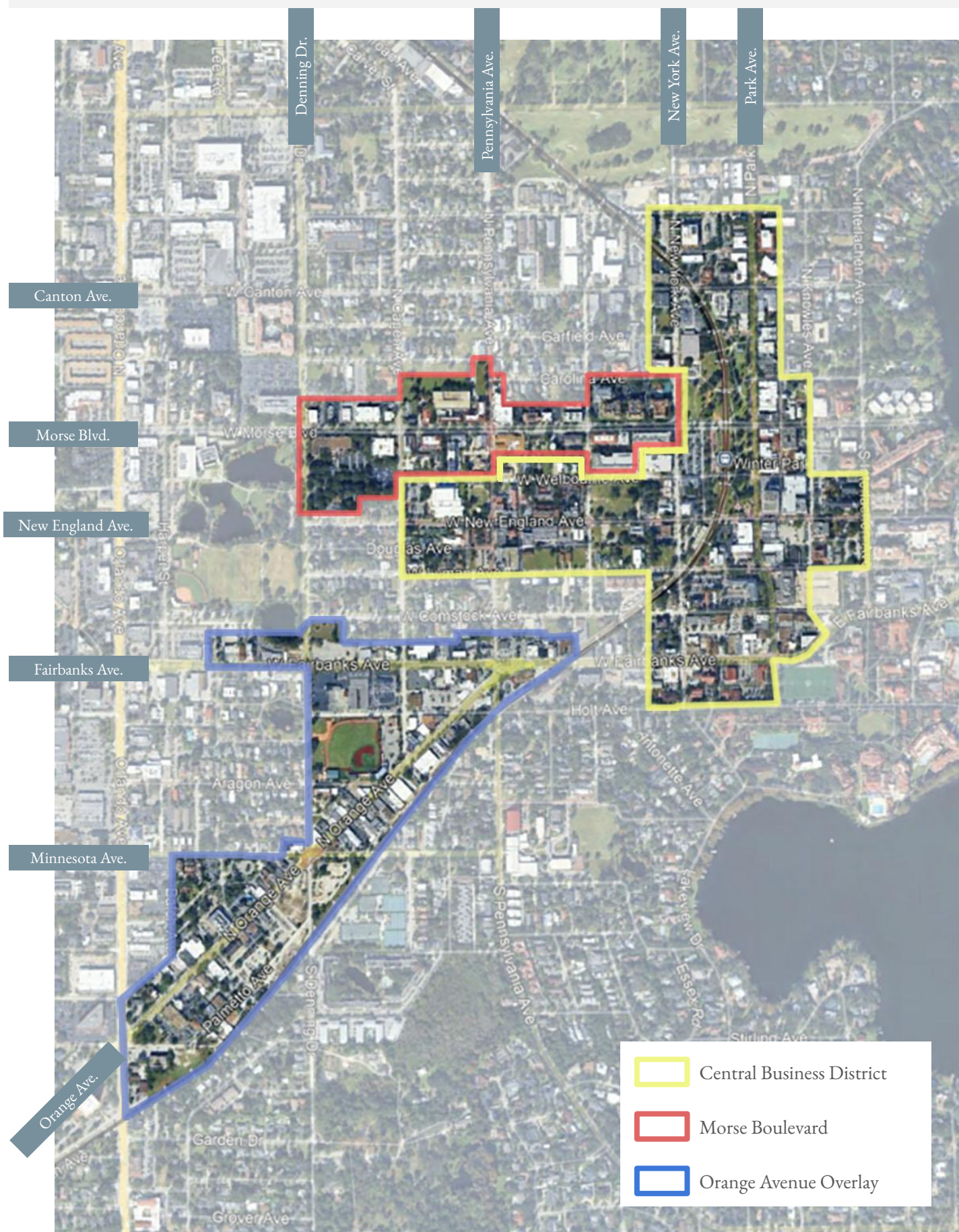


Table 1 Area Specific Recommendations & Requirements

	Central Business District	Morse Boulevard	Orange Avenue Overlay
RECOMMENDED DESIGN BY CONTEXT			
ARCHITECTURAL STYLES			
Contemporary Mediterranean	✓	✓	✓
Spanish Revival	✓	✓	
Main Street Americana	✓		✓
Industrial / Chicago Style	✓	✓	✓
Art Deco	✓	✓	✓
Modern / Mid Century			✓
Contemporary			✓
FRONTAGE TYPES			
Terrace	✓	✓	✓
Forecourt	✓	✓	✓
Stoop	✓	✓	✓
Storefront	✓	✓	✓
Gallery	✓	✓	✓
Arcade	✓	✓	
MATERIALS			
Stone	✓	✓	✓
Brick	✓	✓	✓
Stucco	✓	✓	✓
Siding	✓	✓	✓
SUMMARY OF REQUIREMENTS			
MASSING & COMPOSITION			
Horizontal Building Articulation	Buildings shall articulate every 36 linear feet a minimum of 2 feet.		
First Floor Transparency	Minimum 50% between 2’ and 10’ above grade		
Upper Floor Transparency	Minimum 25% with a Maximum of 50%, measured between finished floor to the top plate (may be multiple stories). In no case shall the upper floors have more square footage of transparency per floor than the first floor.		
Glazing Requirement	Glazing shall be limited to 60% of any facade measured as total glazing divided by total gross facade square footage. In no case shall the upper floors have more square footage of glazing per floor than the first floor.		
Entry Requirements	Entry Doors shall be recessed		N/A
FENESTRATION			
Proportion of Opening	All openings must be vertically proportioned with a minimum ratio of 1.4:1 (vertical to horizontal), or broken down into vertically proportioned sections with a minimum ratio of 1.4:1 (vertical to horizontal).		
Bulkheads	Required height of 1’4” except where an accordion door, pocketing door or movable glass door is proposed.		N/A
Maximum Window Square Footage	Max square footage for an individual glazing panel is forty (40) square feet		
ELEMENTS AND DETAILS			
Awnings & Canopies	Awnings shall be canvas or metal		N/A
Balconies	Balconies shall be cantilevered and shall extend a minimum of one foot (1’) from the face of the building		N/A

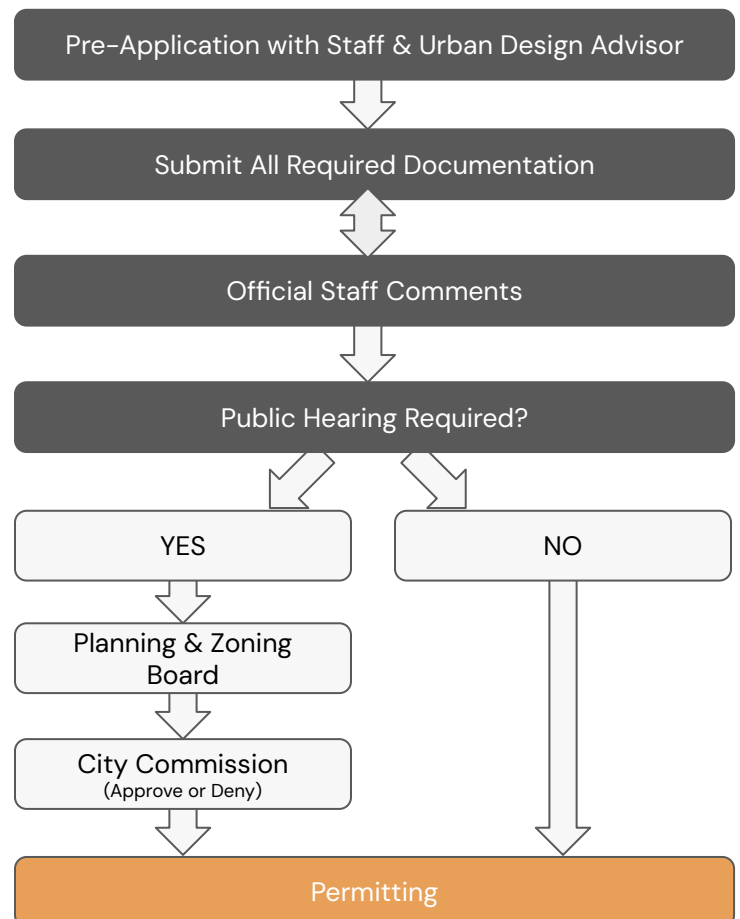


Section 2: Process & Administration

1. **Applicability.** These standards are applicable to all properties within the boundaries described in Figure M.
2. **Conditional Uses.** All [conditional uses](#) subject to these provisions are required to provide the documents detailed in this section for staff and Urban Design Advisor review prior to the scheduling of any public hearing.
3. **New Construction.** Before a building permit may be issued for any new construction, approval from the Planning and Zoning Department, based on compliance with these standards, is required.
4. **Renovations and Remodels.** Prior to issuance of a building permit, an approval is required by the Planning and Zoning Department of the facade construction, or renovation and/or remodeling including awnings and signs. For any building renovations or remodeling, the applicability of these regulations is limited to the extent that the proposed changes are expressly governed by these standards. For instance, a renovation limited to a storefront wall must comply with the criteria specifically established for storefront walls under these regulations.
5. **Interpretation in the Application of these Standards.** The Commission retains discretion to apply these standards when evaluating the “compatibility” of conditional uses in other areas of the City.
6. **Conflicts with Existing Code.** To the extent these standards conflict with existing code, the more restrictive code requirements shall apply.

✓ Required Documents

- ❑ **Conceptual Plan, drawn to scale, with all required information detailed in this section.**
- ❑ **2D Elevations, in color, drawn to scale, for all sides of the building.**
- ❑ **3D Rendering of Building at pedestrian scale for all sides of the building.**
- ❑ **Proposed Frontage Type(s) of the building(s).**
- ❑ **Architectural Narrative.** The applicant, at a minimum, shall name their architectural style (which may blend multiple styles) and provide the defining characteristics of their proposed style. Defining characteristics shall include fenestration details, building detailing (roof, balconies/porches, coverings/awnings, column style, exterior materials, etc.) The applicant should provide a rationale for why their architectural style should be considered compatible with Winter Park and the buildings adjacent to their project.
- ❑ **Design Intent Board (Mood Board).** The applicant shall provide a sheet of colored images depicting the design intent for the building. Refer to Materials, Textures and Colors section.
- ❑ **Open Spaces, Landscape and Furnishings.** The applicant shall provide intent for furnishings, walking paths, landscaping palette and hardscape intent for any proposed or code required Open Space.



Section 3: Permitted Frontage Types

Section View

Plan View

All buildings shall adhere to one or more of the following frontage types.

Terrace: a frontage where the building is set back from the property line by an elevated terrace. This buffers residential use from busy sidewalks and protects the private yard from public encroachment. Terraces in non-residential development shall be a minimum of 8 feet deep.



Forecourt: a frontage wherein a portion of the building is close to the property line and the central portion is set back. The forecourt created can be suitable for vehicular drop-offs as well. Forecourts should be used in conjunction with other frontage types.

Stoop: a frontage wherein the facade is aligned close to the property line with the first story elevated from the sidewalk sufficiently to secure privacy for the windows. The entrance is usually an exterior stair and landing. This type is recommended for ground-floor residential use.



Forecourt with storefront frontage type



Stoop with outdoor seating.



Terrace with recessed entry



Section 3: Permitted Frontage Types (cont.)

Section View

Plan View

All buildings shall adhere to one or more of the following frontage types.

Storefront: a frontage wherein the facade is aligned close to the property line with the building entrance at sidewalk grade. This type is conventional for retail use. It has a substantial transparency on the sidewalk level and an awning that may overlap the sidewalk to within 2 feet of the curb. A minimum 5' clear space is required for cafe seating.



Gallery: a frontage wherein the facade is aligned close to the property line with an attached column-supported cover or a lightweight colonnade overhanging the sidewalk. This type is conventional for retail use. The gallery shall be no less than 8 feet wide.

Arcade: a colonnade supporting habitable space that overlaps the Sidewalk, while the facade at sidewalk level remains at or behind the frontage line. This type is conventional for retail use. The arcade shall be no less than 8 feet wide.



Storefront with bulkhead, awnings and appropriate transparency



Gallery with a forecourt and cafe seating



Gallery with enhanced hardscape.



Section 4: Massing: Base, Middle and Top

This section will provide standards for the design and development of new buildings (or for substantial improvement of existing buildings) in order to preserve and enhance the visual aesthetics and compatibility with existing buildings, and allow for a positive pedestrian experience throughout Winter Park, specific design standards relating to various building types are required.



Cornice (Top)

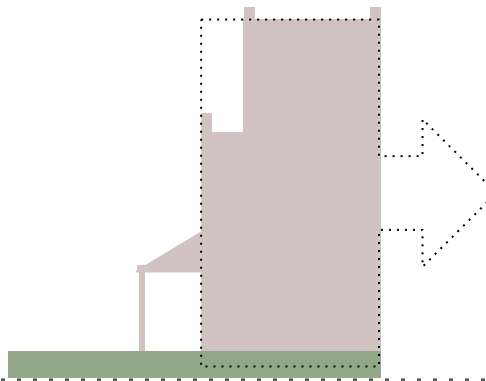
Parapet, Roof, Attic, HVAC, and other utilities

Upper Facade (Middle)

Lower Facade (Base)

Foundation, Ground Floor

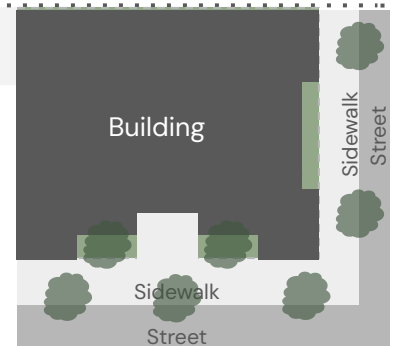
Streetscape – Sidewalk, tree planters, vehicular lanes



The primary inhabited area may span multiple floors. Window openings, architectural projections and doors shall demonstrate symmetrical spacing when providing building elevations for City review. Secondary setbacks may be required per the land development code.

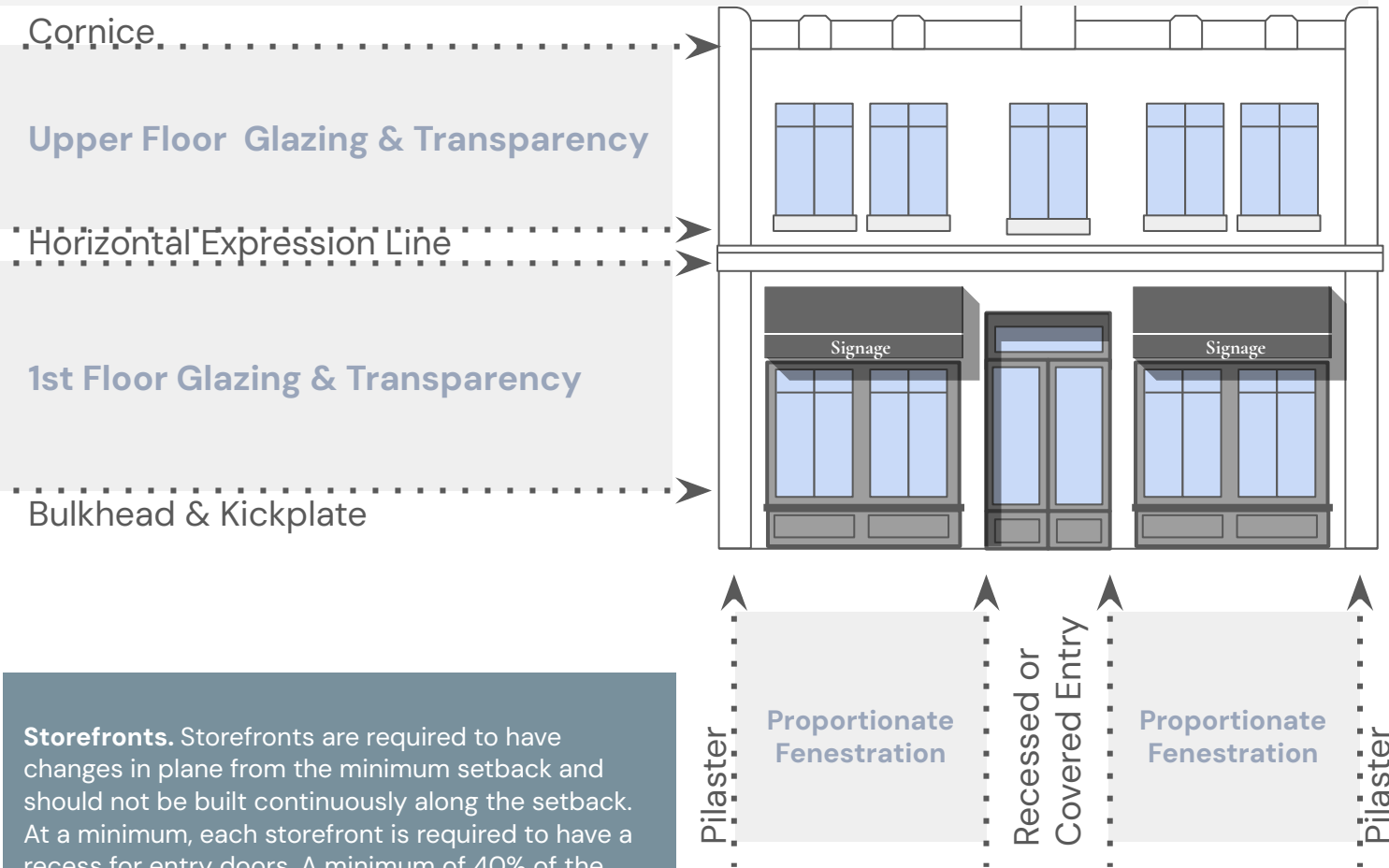
Building Articulation

Buildings shall articulate every 36' along any public frontage. The articulation shall be a minimum of 2'. For buildings 3 stories or taller, the upper floor articulation shall differ from the first floor at least once per public frontage.



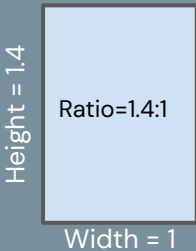
Section 5: Composition & Fenestration

Building composition and fenestration dictates much of the aesthetics and function of a building. These elements define rhythm and pattern while also establishing the balance and proportion.



Storefronts. Storefronts are required to have changes in plane from the minimum setback and should not be built continuously along the setback. At a minimum, each storefront is required to have a recess for entry doors. A minimum of 40% of the width of the storefront (maximum of 80%) must be recessed a minimum of one foot (1'-0") from the minimum setback.

Proportion and Scale of Openings All openings must be vertically proportioned with a minimum ratio of 1.4:1 (vertical to horizontal), or broken down into vertically proportioned sections with a minimum ratio of 1.4:1 (vertical to horizontal).



Element	Requirement
1st Floor Transparency	Minimum 50% between 2' and 10' above grade
Upper Floor Transparency	Minimum 25% with a Maximum of 40%, measured between finished floor to the top plate (may be multiple stories). In no case shall the upper floors have more square footage of transparency per floor than the first floor.
Entry	Entry shall be recessed, covered with an awning or both.

Section 5: Composition & Fenestration

This section will provide standards for the design and placement of windows and doors. As a point of reference, the scale of the Central Business Districts of Winter Park is one of its defining characteristics. Only a few of the buildings are over two stories in height. The openings, including doors, windows and storefronts shall respect the human scale. Eaves are low, upper floor windows are typically small and there is a high level of detail at the pedestrian scale. The proportions of the buildings are based on the human form and each building or facade must be treated as a consistent whole. New storefronts must respect historical proportions and their scale must be consistent with historic patterns in the downtown.

5.1 Windows

Configuration. The maximum square footage that is allowed per individual glazing panel is forty (40) square feet. Transom lights above the show windows and above doors are permitted. A bulkhead wall or landscaped area under show windows, with a minimum vertical dimension of twelve inches, in a contrasting material to the storefront is required. Frameless glazing, and etched glass are prohibited. All windows shall be recessed at least 1" behind the finished wall. Glass blocks shall not count towards transparency requirements.

Materials. Wood, steel and aluminum window frames are acceptable. Aluminum window frames are acceptable only if they have relief and articulation in the frame section.

Figure 5.1. Recessed Window Diagram

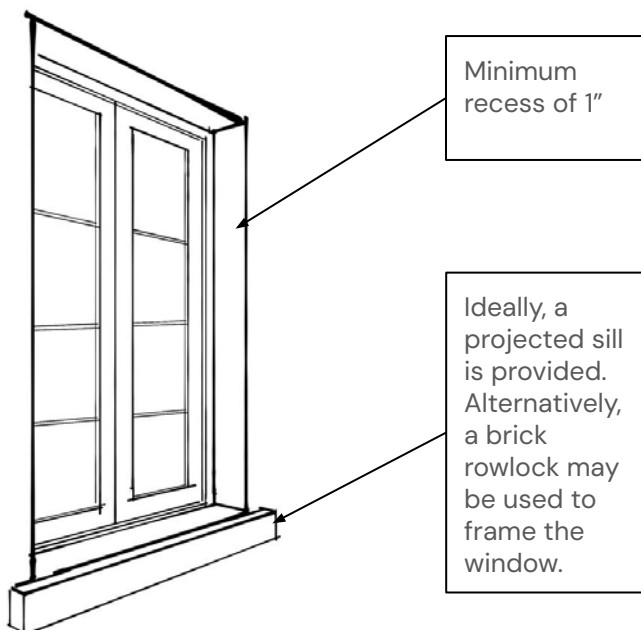
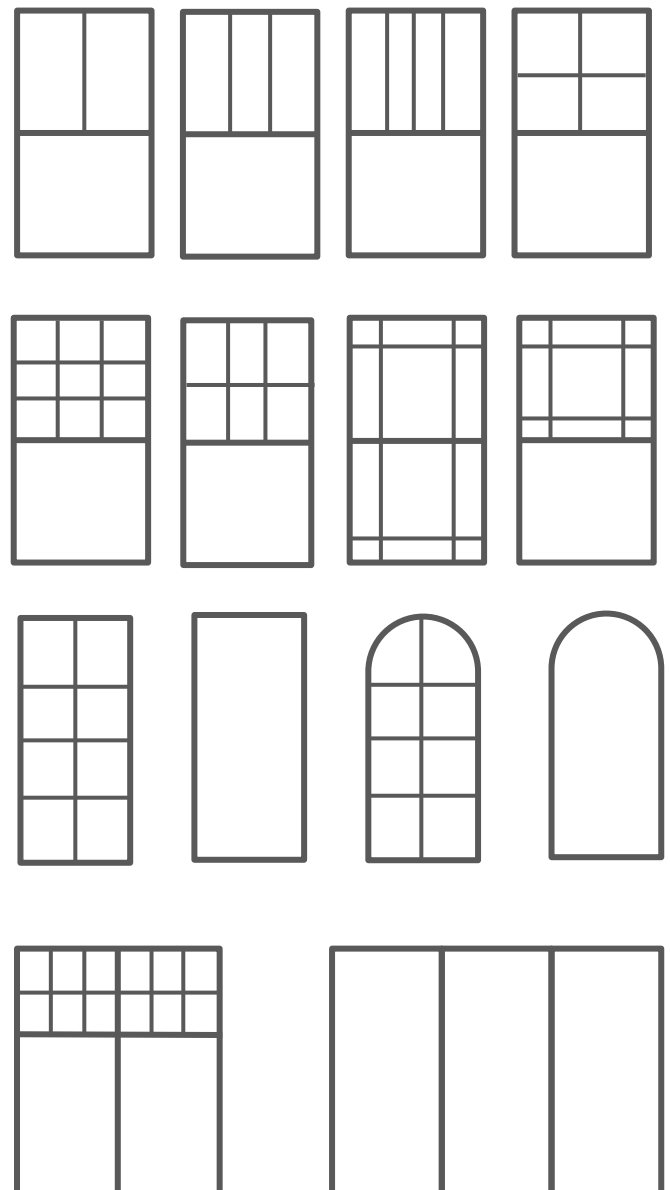


Figure 5.2 Window and Door Glazing Divisions



Section 5: Composition & Fenestration

5.2 Storefront Walls

Configuration. Facades shall provide variation in twenty to thirty-six foot intervals to reflect the rhythm of historical building patterns and traditional storefronts. Variations in storefront walls, such as changes in material, texture and/or color are required for walls over twenty feet (20'-0") long and at every 20'-0" to 36'-0" interval for the full linear length of the facade. At each end of the storefront, the system must cleanly abut and terminate into a pilaster or similar structural feature with a minimum horizontal dimension of one foot six inches (1'-6"). A bulkhead not less than 1'-4" in height shall be provided at the base of all storefront walls. Accordion doors, pocketing doors and movable glass doors are exempt from the bulkhead requirement.

Materials. The bulkhead shall be stone, masonry, or wood frame.

5.3 Doors

Configuration. Single leaf or double leaf swinging doors are required. Where possible, doors should be recessed from the perimeter wall. The maximum height of doors is eight feet (8'-0").

Materials. Wood doors, wood and glass doors and steel and glass doors are acceptable. Aluminum and glass doors are acceptable provided they have relief and articulation in the frame section. Security gates, grills and sliding doors are not permitted.

Figure 5.3 Storefront Window Divisions

* Muntins shall be applied to the exterior glazing surface.

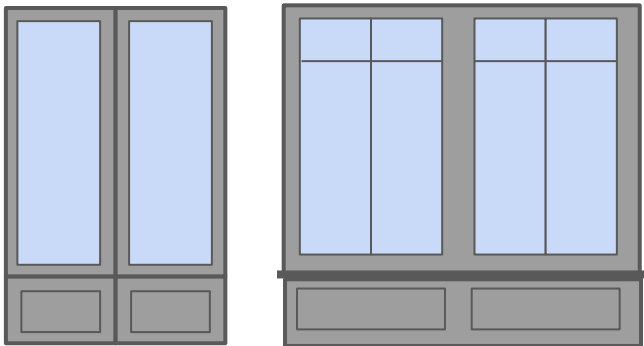
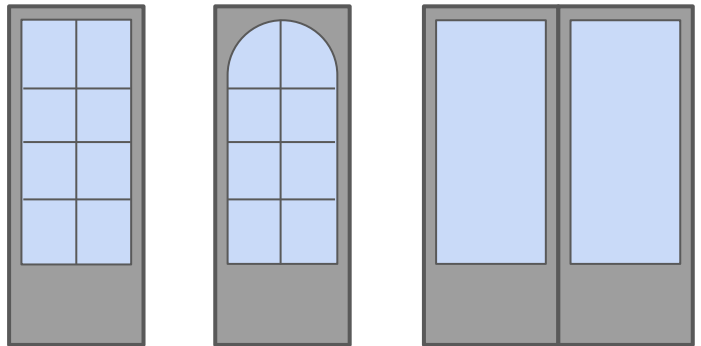


Figure 5.4 Doors

* Muntins shall be applied to the exterior glazing surface.



Section 6: Elements and Details

6.1 Awnings, Canopies and Pedestrian Coverings

Configuration. Awnings, canopies, balconies, or other approved pedestrian coverings shall be required for all buildings fronting Park Avenue, New England Avenue, and Orange Avenue. Awnings and canopies serving outdoor seating at restaurants shall project a minimum of eight feet (8') from the principal building façade; provided, however, that the Planning and Zoning Department may, upon demonstration of site- or building-specific conditions, approve a projection of lesser or greater depth, so long as no projection violates applicable building or fire code requirements.

All other buildings shall provide a covering—such as awnings, canopies, or second-floor balconies—with a minimum depth of three feet (3'). A lesser depth, or omission of this requirement, may be approved by the Planning and Zoning Department if site or building-specific conditions or constraints warrant such an exception. In all cases, awnings shall not obscure the horizontal expression line or extend into the second-story façade.

Materials. Awnings shall be canvas or metal. Signage and lettering shall be limited to the valance of the awning.

Figure 6.1 Awnings and Canopies



An example of compatible awnings/canopies.

Figure 6.1 Prohibited Awnings and Canopies



Avoid large signage or lettering on the main body of the awning.

Section 6: Elements and Details

6.2 Balconies

Configuration. Balconies shall be cantilevered from the facade of the building. Balcony structural supports shall not extend to the ground, however, structural brackets or tie back rods are permitted. Balconies shall extend a minimum of one foot from the face of the building and a maximum of three and a half feet into the setback or rights-of-way. Materials, including railings, should complement the facade of the building.

Materials. Balconies shall be metal, masonry or wood.

Figure 6.2. Balconies



6.3 Cornices and Parapets

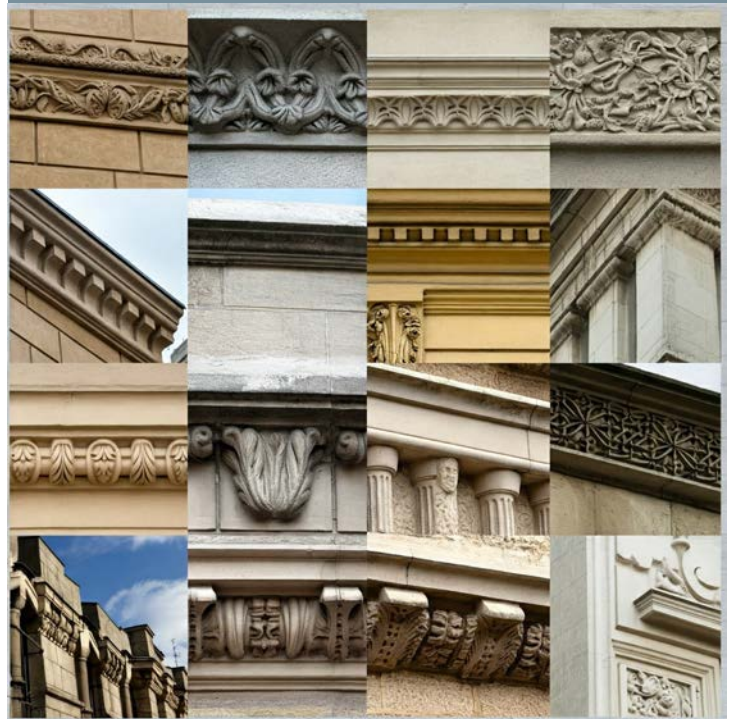
Cornices and parapets are important character defining elements of historic buildings and are usually associated with a particular architectural style. Historic commercial buildings typically have a cornice at the top of the building and often to signify an upper level floor. Parapets finish the top of a wall shielding flat roofs and rooftop mechanical equipment systems from view; both also provide building decoration. A cornice or parapet may be constructed from a variety of materials, including stone, brick, cast masonry, stucco, terra-cotta, wood or metal. Their different configurations, details, materials and colors all enrich the character of a building facade.

Original cornice and frieze elements should be preserved and maintained. Removal of these results in a blank, unfinished look.

In cases where the original cornice or parapet is missing, the installation of a new cornice or parapet, based on physical or pictorial evidence of the original design, is encouraged.

If no historical, physical and/or pictorial evidence exists for a particular building, new cornices may be of a design that is compatible in style, size, scale, and materials

Figure 6.3. Cornices & Parapets



Elements and Details

6.4 Ornamentation

Ornamentation may be used to achieve a specific architectural style and may include:



Quoins – Stones or bricks that accentuate the corners of buildings.



Pediments – Triangular gables above entrances or windows, common in classical architecture.



Dentils – Small, tooth-like blocks found in moldings, particularly under cornices.



Moldings – Trim elements such as crown, chair rail, or base moldings.



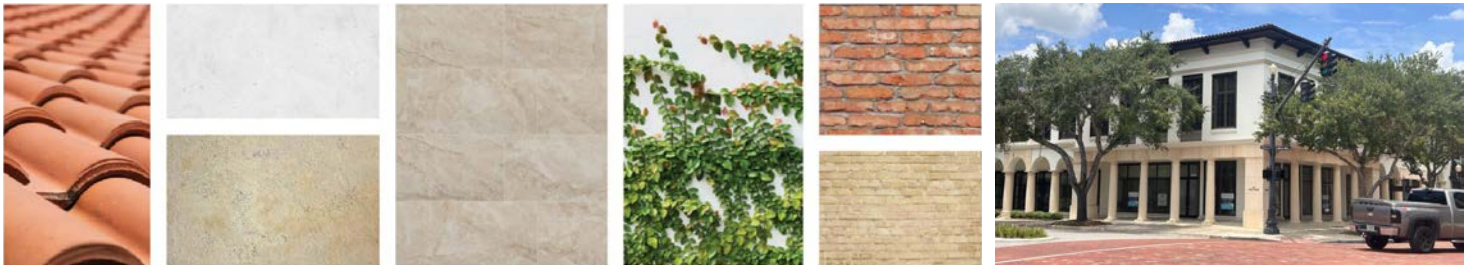
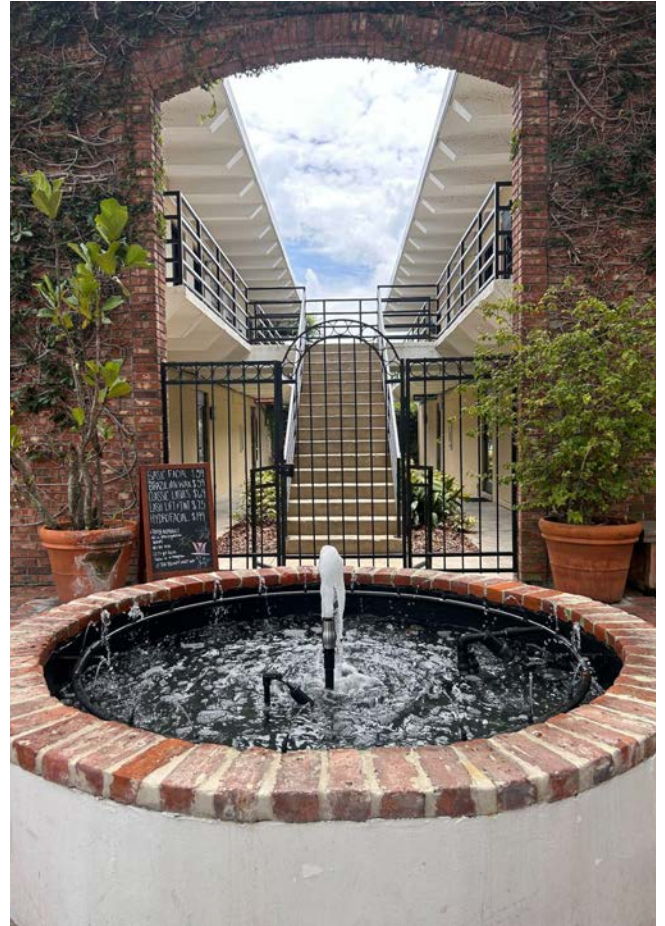
Friezes – Decorative horizontal bands, often with relief sculptures or patterns.



Brackets and Corbels – Decorative supports under eaves or ledges, often carved or shaped.

Section 7: Materials, Texture and Color

1. **Intent.** To ensure the architectural design achieves a cohesive aesthetic, this section establishes requirements for materials, texture, and color. These elements should work together harmoniously to enhance the overall visual identity, durability, and context of the project.
2. **Materials.** All applicants shall provide a description and imagery for:
 - a. Primary Materials (e.g. brick, stucco, wood, fiber cement or stone),
 - b. Secondary Materials (e.g. glass, decorative stone, or roof tile).
 - c. Fixtures and Frames (e.g. light fixtures, window frame, or building signage)
3. **Texture.** All applicants shall provide a description and imagery for their proposed surface variation (e.g. smooth stucco with rough stone accents).
4. **Color.** Proposed building colors shall be shown on building renderings and provided as part of the submittal.
5. **Lighting.** Exterior building lighting is encouraged to be a warm color temperature (i.e. 2700K or less).



Section 8: Definitions

8.1 Graphics

The graphics, tables, and text utilized throughout this code are regulatory. In case of a conflict, text shall control over tables and graphics. Further tables shall control graphics.

8.2 Defined Terms

The following terms shall have the following meanings.

Awning. Mounted to a building and extends over doors, windows or patios to provide shelter from the sun and rain. Awnings may be of different materials, such as fabric or metal.

Balcony. An open air cantilevered structure.

Bulkhead. For the purposes of this document, a bulkhead shall be defined as the wall or portion of wall supporting a store front window.

Chevron. A figure, pattern, or object having the shape of a V or an inverted V.

Colonnade. A row of columns supporting a roof, an entablature, or arcade.

Cornice. A cornice is an ornamental molding or projection that runs along the top of a building or structure.

Facade. The exterior face of a building, including but not limited to the wall, windows, windowsills, doorways, and design elements. The front facade is any building face adjacent to the front property line.

Fenestration. The arrangement, proportioning, and design of windows and doors in a building

Frontage. The linear footage of property abutting a dedicated street or highway as measured along a lot or parcel of land. The length of the property line of any one parcel along a street on which it borders. For businesses in shopping centers it shall be measured along the front face of that portion of the building occupied by the business.

Glazing. Glazing encompasses the glass components on a building, including windows, doors, and any fixed glass openings regardless of tint or treatments.

Loggia. A gallery or room with one or more open sides, especially one that forms part of a house and has one side open to the garden.

Parapet. Parapets finish the top of a wall shielding flat roofs and rooftop mechanical equipment systems from view while also providing building decoration.

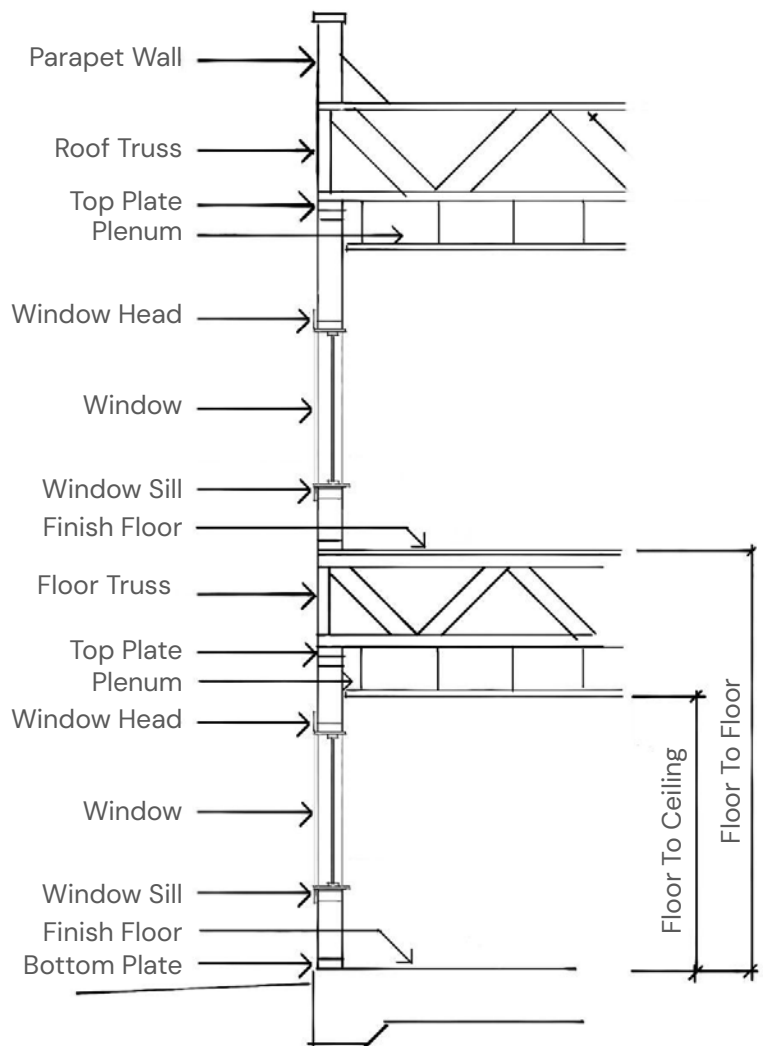
Pediment. The triangular upper part of the front of a building in classical style, typically surmounting a portico of columns.

Top Plate. A top plate is a horizontal framing member at the top of a stud wall that supports the roof structure or floor above. See Figure 8.1.

Transom. A horizontal crossbar in a window, over a door, or between a door and a window or fanlight above it.

Transparency. Clear, non-reflective glass that provides unobstructed views into interior spaces; mirrored, heavily tinted, frosted, or spandrel glass is not considered transparent.

Figure 8.1 Wall Framing Diagram





STRINGFELLOW

PLANNING & DESIGN

**item type**

Public Hearings: Non Quasi-Judicial Matters

meeting date

July 23, 2025

prepared by

Michelle del Valle, Assistant City Manager
Randy Knight, City Manager

approved by**subject**

Ordinance 3350-25 - Implementing reasonable time, place, and manner restrictions on protests and demonstrations near the Winter Park Library and Events Center and prohibiting intentional acts causing disruption to Library operations or events occurring at the Winter Park Library and Events Center (2nd Reading)

motion | recommendation

Move the recommended ordinance

background

Update from 1st Reading:

The ordinance was revised based on commission direction in its June 25th meeting.

The City is committed to free speech and to balancing public safety and welfare at the Library and Events Center. In an effort to recognize free speech, host programming and activities at the library, and provide private rental of facilities at the events center, staff is proposing an ordinance that defines restrictions on protests, demonstrations and similar activities along the walkways, driveways and parking areas adjacent to the facilities to prevent potential hazards to both pedestrian and vehicular traffic.

alternatives | other considerations**fiscal impact****attachments**

1. Ordinance 3350-25 Library Protest

2. Ord -Library and Events Center Exhibit A rev 7_1
3. Ord. Library and Events Center Exhibit B - Perimeter 7.1/25Zone

ORDINANCE 3350-25

**AN ORDINANCE OF THE CITY OF WINTER PARK, FLORIDA,
IMPLEMENTING REASONABLE TIME, PLACE, AND MANNER
RESTRICTIONS ON ORGANIZED PROTESTS AND
DEMONSTRATIONS NEAR THE WINTER PARK LIBRARY AND
EVENTS CENTER AND PROHIBITING INTENTIONAL ACTS
CAUSING DISRUPTIONS TO LIBRARY OPERATIONS OR EVENTS
OCCURRING AT THE WINTER PARK LIBRARY AND EVENTS CENTER
CAMPUS; PROVIDING FOR SEVERABILITY, CONFLICTS,
CODIFICATION, AND AN EFFECTIVE DATE.**

WHEREAS, the City has the authority under the City Charter, Section 2(b), Article VIII of the State Constitution, and Section 166.021(1), Florida Statutes, to exercise any power for municipal purposes except where expressly prohibited by law; and

WHEREAS, the City is dedicated to promoting free speech while balancing the interest of public welfare and safety; and

WHEREAS, the City is authorized to implement reasonable time, place, and manner restrictions on speech activities so long as such restrictions are content-neutral, narrowly tailored to promote a significant government interest, and leave open alternative avenues of expression; and

WHEREAS, the City has a significant government interest in balancing free expression with public safety and conducting operational and proprietary functions, including promoting the free flow of pedestrian and vehicle traffic on City property, including at the Winter Park Library and Events Center, *Madsen v. Women's Health Ctr., Inc.*, 512 U.S. 753, 768 (1994); and

WHEREAS, the City has a significant government interest in providing a safe and pleasant environment and in eliminating nuisance activity on City property, *Smith v. City of Fort Lauderdale, Fla.*, 177 F.3d 954, 956 (11th Cir. 1999); and

WHEREAS, the walkways, driveways, parking lots and entrance areas adjacent to the Winter Park Library and Events Center can be narrow or otherwise provide limited space for safe movement of pedestrians and vehicles; and

WHEREAS, the Winter Park Library is under the possession of the Florida non-profit corporation that operates the Winter Park Library; and

WHEREAS, the Winter Park Events Center is rented out as an event space for private events and serves a proprietary function that is not for park purposes; and

WHEREAS, the Winter Park Library and Events Center and its associated site improvements which are located within the boundary shown on **Exhibit "A"** ("Winter Park Library and Events Center Campus") attached hereto are not operated as part of Martin Luther King, Jr. Park and are hereby declared separate and apart from said park for operational purposes; and

WHEREAS, the Winter Park Library and Events Center and its associated site improvements within the Winter Park Library and Events Center Campus boundary shown on Exhibit "A" are not traditional public forums; and

WHEREAS, it is in the interest of public safety to impose reasonable restrictions on organized protesting and demonstrating activity in the walkways, driveways, parking lots and perimeter adjacent to the Winter Park Library and Events Center to prevent potential hazards to pedestrian and vehicle traffic and to prevent disruptions to the operations of the Winter Park Library and Events Center; and

WHEREAS, the City Commission finds that the restrictions placed on organized protesting and demonstrating as set forth in this Ordinance are content-neutral and narrowly tailored to promote a significant government interest; and

WHEREAS, it is important to ensure that alternative avenues are provided for speech activities near the Winter Park Library and Events Center that will not pose potential hazards to pedestrian or vehicle traffic and such alternatives have been provided; and

WHEREAS, the City Commission of the City of Winter Park finds that this Ordinance is in the interests of the public health, safety, and welfare.

NOW, THEREFORE, BE IT ORDAINED by the City Commission of the City of Winter Park, Florida, that:

SECTION 1. Recitals. The foregoing recitals are hereby ratified and confirmed as being true and correct and are hereby made a part of this Ordinance.

SECTION 2. Restrictions on organized protests and demonstrations near the Winter Park Library and Events Center; Prohibition on disruptive activity; penalties.

(a) It shall be unlawful to engage in organized protests or demonstrations within the Perimeter Zone of the Winter Park Library and Events Center structures depicted on **Exhibit "B"** attached hereto and incorporated herein by this reference. As used herein, "organized protest or demonstration" means an activity of protest or demonstration, including but not limited to picketing and marching, used as a means of presenting a cause or grievance and involving two or more persons that has not been expressly authorized by the operator of Winter Park Library or authorized by the City.

(b) Participants in organized protests or demonstrations within the Winter Park Library and Events Center Campus are prohibited from (i) deliberately blocking any public right-of-way, parking lot vehicle drive aisle, vehicle parking space, and entrance to any building, and (ii) deliberately blocking the passage of persons along any sidewalk or blocking of the passage of any vehicle entering or exiting the parking lot.

(c) Subsection (a) of this Ordinance shall not apply when the Winter Park Library or Winter Park Events Center are being used as an election polling location if such activities are otherwise permitted by law.

(d) It is prohibited for any person to engage in any intentional act that causes a disruption to a private event, a City event, or library use while such person is within the Winter Park Library and Events Center buildings or within the Winter Park Library and Events Center Campus depicted in Exhibit "A".

(e) Any person that commits a violation of this Ordinance will be verbally warned to cease or not repeat the violation by appropriate personnel having operational management, custody or control of Winter Park Library or Winter Park Events Center or by a police officer. If such person continues or repeats the violation after receiving such warning, such person is subject to the penalties set forth in subsection (f).

(f) Any individual who violates this Ordinance after receiving the warning set forth in subsection (e) may be issued a trespass warning pursuant to Section 62-80, Winter Park City Code. In addition, any individual who violates this Ordinance may be charged with a non-criminal infraction and be given a code enforcement citation for a Class III violation in the amount of \$200.00 for the first violation, plus applicable administrative fees and applicable court costs. Each successive repeat violation shall be subject to a civil penalty for the next higher violation classification in accordance with section 1-23.

(g) Nothing in this Ordinance is intended to limit the operator or possessor of the Winter Park Library or the Winter Park Events Center from adopting and enforcing other reasonable rules and regulations governing the Winter Park Library and Events Center Campus.

SECTION 3. Severability. If any section, subsection, sentence, clause, phrase, word or provision of this Ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, whether for substantive, procedural, or any other reason, such portion shall be deemed a separate, distinct and independent provision, and such holding shall not affect the validity of the remaining portions of this Ordinance.

SECTION 4. Conflicts. In the event of a conflict or conflicts between this Ordinance and any other ordinance or provision of law, this Ordinance controls to the extent of the conflict, as allowable under the law.

SECTION 5. Codification. Upon passage of a resolution of the City Commission so directing, the provisions of Section 2 of this Ordinance may be codified at a future date into the Winter Park City Code under Chapter 62, Article IV. The non-codification shall not affect the enforceability of this Ordinance. Exhibit A and Exhibit B attached hereto are adopted as part of this Ordinance.

SECTION 6. Effective date. This Ordinance shall become effective immediately upon adoption by the City Commission of the City of Winter Park, Florida.

FIRST READING: July 9, 2025.

SECOND READING: July 23, 2025

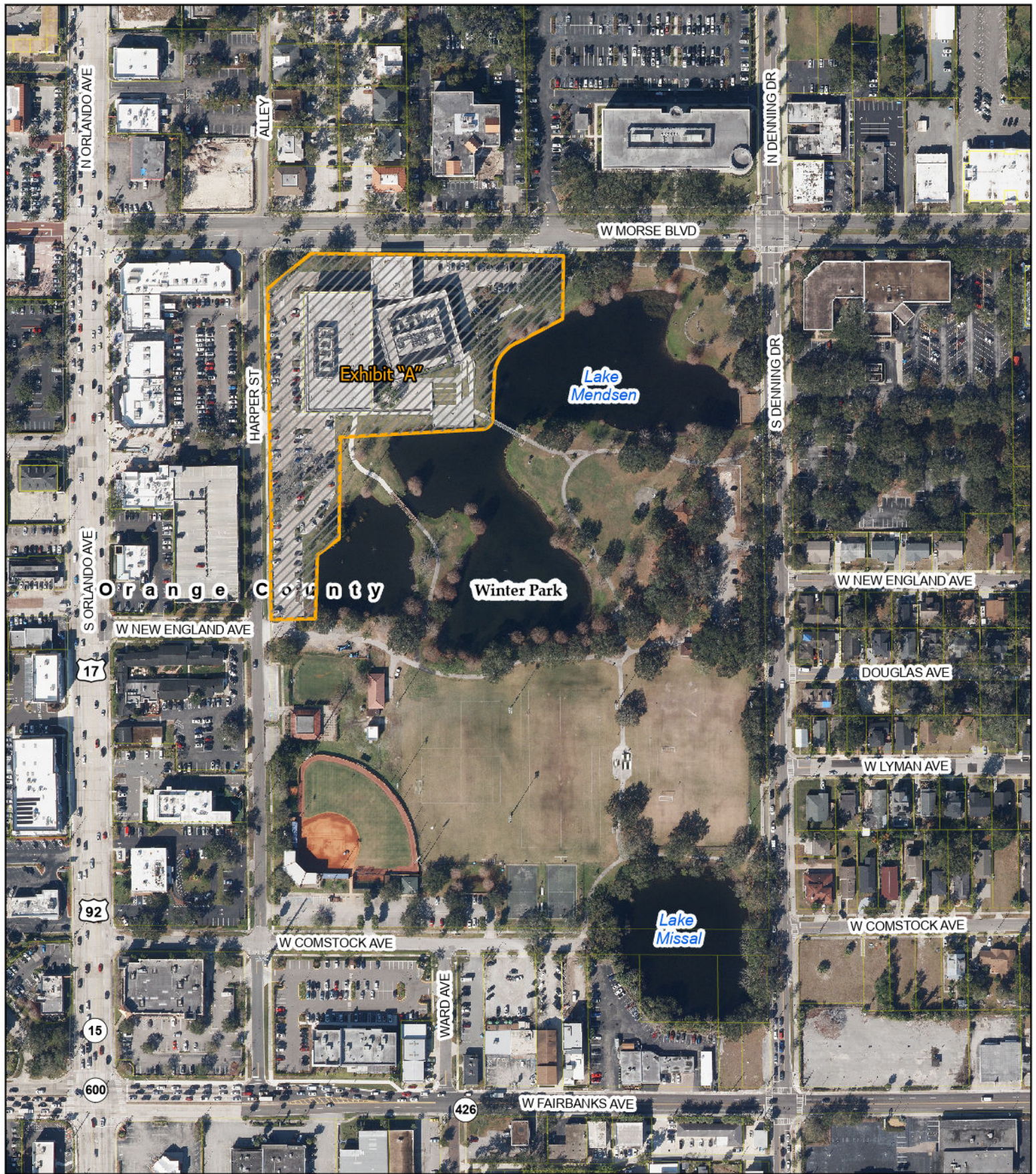
ADOPTED this 23rd day of July, 2025 by the City Commission of the City of Winter Park, Florida.

**CITY COMMISSION OF THE CITY OF
WINTER PARK, FLORIDA**

Mayor Sheila DeCiccio

ATTEST:

Rene Cranis, City Clerk



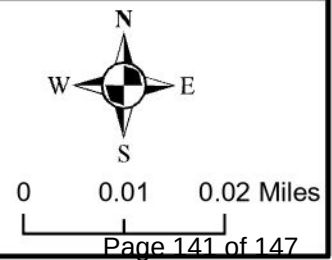
Library and Events Center Campus



0 0.02 0.04 Miles



Perimeter Zone





City Commission

agenda item 14.b

item type

Public Hearings: Non Quasi-Judicial Matters

meeting date

July 23, 2025

prepared by

Allison McGillis, Director of Planning and Zoning

approved by

Randy Knight, City Manager

subject

Resolution 2303-25 - Designating the City Manager as the administrative official authorized to approve plats and replats pursuant to Section 177.071, Florida Statutes.

motion | recommendation

Staff recommendation is for approval.

background

Recent amendments to Florida Statutes Section 177.071 require local governments to formally designate an administrative authority and official to handle plat and replat approvals. This resolution ensures compliance with that statute by assigning the City Surveyor and Planning & Zoning Department as the administrative authority for receiving and processing such applications. The City Manager is designated to make the final approval, conditional approval, or denial. This designation allows for the streamlined, administrative review and approval of plat and replat applications, provided they meet all statutory requirements, will facilitate an efficient, legally compliant process for plat and replat approval, reducing unnecessary delays in the development review process.

alternatives | other considerations**fiscal impact****attachments**

1. RES2303-25 Plat_Replat Process
2. Chapter 2025-164 Laws of Florida

RESOLUTION 2303-25

A RESOLUTION OF THE CITY OF WINTER PARK, FLORIDA, DESIGNATING THE CITY MANAGER AS THE ADMINISTRATIVE OFFICIAL AUTHORIZED TO APPROVE PLATS AND REPLATS PURSUANT TO SECTION 177.071, FLORIDA STATUTES; PROVIDING FOR CONFLICTS, SEVERABILITY, AND AN EFFECTIVE DATE.

WHEREAS, Section 177.071, Florida Statutes, as amended, requires that plats and replats be administratively approved by a designated authority of the local government, and no further action or approval by the governing body is required if the plat or replat complies with the statutory requirements; and

WHEREAS, the amended statute requires that each local government designate, by ordinance or resolution, an administrative authority and official responsible for reviewing, processing, and administratively approving plats and replats; and

WHEREAS, the City Commission of the City of Winter Park desires to comply with the requirements of Section 177.071, Florida Statutes, and facilitate the efficient review and approval of plats and replats.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF WINTER PARK, FLORIDA, THAT:

Section 1. Recitals. The foregoing recitals are true and correct and are incorporated herein by reference.

Section 2. Designation of Administrative Authority and Official. Pursuant to Section 177.071, Florida Statutes, the City Commission hereby designates the City Surveyor in conjunction with the Planning & Zoning Department as the administrative authority for receiving, reviewing, and processing plat and replat submittals. The City Commission further designates the City Manager as the administrative official authorized to approve, approve with conditions, or deny plat and replat submittals in accordance with Section 177.071 and based on compliance with the requirements of Section 177.091, Florida Statutes.

Section 3. Delegation of Duties. The City Manager is authorized to delegate review and processing duties to appropriate staff within the City Surveyor and Planning Department or other relevant departments, consistent with the provisions of Section 177.071, Florida Statutes.

Section 4. Conflicts. All resolutions or parts of resolutions in conflict with this Resolution are hereby repealed to the extent of such conflict.

Section 5. Severability. If any section, subsection, sentence, clause, phrase, or portion of this resolution is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions hereof.

Section 6. Effective Date. This resolution shall become effective immediately upon its adoption.

ADOPTED at a regular meeting of the City Commission of the City of Winter Park, Florida on this 23rd day of July, 2025.

APPROVED:

Sheila DeCiccio, Mayor

ATTEST:

Rene Cranis, City Clerk

CHAPTER 2025-164

Committee Substitute for Committee Substitute for Committee Substitute for Senate Bill No. 784

An act relating to platting; amending s. 177.071, F.S.; requiring that certain plat or replat submittals be administratively approved with no further action by certain entities under certain circumstances; requiring the governing body of such county or municipality to designate an administrative authority to receive, review, and process plat or replat submittals; providing requirements for such designation; defining the term “administrative authority”; requiring the administrative authority to submit a certain notice to an applicant; providing requirements for such notice; requiring the administrative authority to approve, approve with conditions, or deny a plat or replat submittal in accordance with the timeframe in the initial written notice to the applicant; requiring the administrative authority to notify the applicant in writing if it declines to approve a plat or replat submittal; requiring that the written notification contain the reasons for denial and other information; prohibiting the administrative authority or other official, employee, agent, or designee from requesting or requiring that the applicant request an extension of time; amending s. 177.111, F.S.; conforming provisions to changes made by the act; providing an effective date.

Be It Enacted by the Legislature of the State of Florida:

Section 1. Section 177.071, Florida Statutes, is amended to read:

177.071 Administrative approval of plats plat by designated county or municipal official governing bodies.—

(1)(a) A plat or replat submitted under this part must be administratively approved and no further action or approval by the governing body of a county or municipality is required if the plat or replat complies with the requirements of s. 177.091. The governing body of the county or municipality shall designate, by ordinance or resolution, an administrative authority to receive, review, and process the plat or replat submittal, including designating an administrative official responsible for approving, approving with conditions, or denying the proposed plat or replat.

(b) As used in this section, the term “administrative authority” means a department, division, or other agency of the county or municipality. For purposes of issuing a final administrative approval of a plat or replat submittal, the term also includes an administrative officer or employee designated by the governing body of a county or municipality, including but not limited to, a county administrator or manager, a city manager, a deputy county administrator or manager, a deputy city manager, an assistant county administrator or manager, an assistant city manager, or other high-ranking county or city department or division director with direct or indirect

oversight responsibility for the county's or municipality's land development, housing, utilities, or public works programs.

(2) Within 7 business days after receipt of a plat or replat submittal, the administrative authority shall provide written notice to the applicant acknowledging receipt of the plat or replat submittal and identifying any missing documents or information necessary to process the plat or replat submittal for compliance with s. 177.091. The written notice must also provide information regarding the plat or replat approval process, including requirements regarding the completeness of the process and applicable timeframes for reviewing, approving, and otherwise processing the plat or replat submittal.

(3) Unless the applicant requests an extension of time, the administrative authority shall approve, approve with conditions, or deny the plat or replat submittal within the timeframe identified in the written notice provided to the applicant under subsection (2). If the administrative authority does not approve the plat or replat, it must notify the applicant in writing of the reasons for declining to approve the submittal. The written notice must identify all areas of noncompliance and include specific citations to each requirement the plat or replat submittal fails to meet. The administrative authority, or an official, an employee, an agent, or a designee of the governing body, may not request or require the applicant to file a written extension of time.

(4)(1) Before a plat or replat is offered for recording, it must be administratively approved as required by this section by the appropriate governing body, and evidence of such approval must be placed on the plat or replat. If not approved, the governing body must return the plat or replat to the professional surveyor and mapper or the legal entity offering the plat or replat for recordation. For the purposes of this part:

(a) When the plat or replat to be submitted for approval is located wholly within the boundaries of a municipality, the governing body of the municipality has exclusive jurisdiction to approve the plat or replat.

(b) When a plat or replat lies wholly within the unincorporated areas of a county, the governing body of the county has exclusive jurisdiction to approve the plat or replat.

(c) When a plat or replat lies within the boundaries of more than one county, municipality, or both governing body, two plats or replats must be prepared and each county or municipality governing body has exclusive jurisdiction to approve the plat or replat within its boundaries, unless each county or municipality with jurisdiction over the plat or replat agrees the governing bodies having said jurisdiction agree that one plat is mutually acceptable.

(5)(2) Any provision in a county charter, or in an ordinance of any charter county or consolidated government chartered under s. 6(e), Art. VIII of the

State Constitution, which provision is inconsistent with anything contained in this section shall prevail in such charter county or consolidated government to the extent of any such inconsistency.

Section 2. Section 177.111, Florida Statutes, is amended to read:

177.111 Instructions for filing ~~plats~~ plat.—After the approval by the appropriate administrative authority governing body required by s. 177.071, the plat or replat must ~~shall~~ be recorded by the circuit court clerk or other recording officer upon submission thereto of such approved plat or replat. The circuit court clerk or other recording officer shall maintain in his or her office a book of the proper size for such papers so that they ~~will~~ shall not be folded, to be kept in the vault. A print or photographic copy must be filed in a similar book and kept in his or her office for the use of the public. The clerk shall make available to the public a full size copy of the record plat or replat at a reasonable fee.

Section 3. This act shall take effect July 1, 2025.

Approved by the Governor June 20, 2025.

Filed in Office Secretary of State June 20, 2025.